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PRB MANUAL



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OVERVIEW

The Publications Review Board (PRB) reviews, coordinates, and formally approves all proposed official and non-official Central Intelligence Agency (CIA) related materials intended for publication by current and former employees and others as obligated by contract.

(U) The PRB is an independent board and consists of a Chair, an Executive Secretary, a legal representative, and a representative from each of the following: DS, DS&T, DI, NCS, and D/CIA area. The PRB Staff, a small cadre of Information Review and Release Analysts, provides research support to the Board.

(U//~~ATUO~~) AR 6-2 sets forth CIA policies and procedures for the submission and review of material proposed for publication or public dissemination by current and former employees and contractors and any other individuals obligated by a CIA secrecy agreement to protect from unauthorized disclosure certain information they obtain as a result of their contact with the CIA. This regulation applies to all forms of dissemination, whether in written, oral, electronic, or other forms, and whether intended to be an official or nonofficial (that is, personal) publication.

GENERAL HAYDEN'S GUIDANCE TO THE PRB

*still current guidance from the 7th floor

A few months after I arrived at CIA last year, I met with the Publications Review Board—a small, dedicated group that reviews books and other writings by current and former officers. I told them a few things that apply not only to their work, but also to information review and release more broadly. I said I expected CIA to build up a body of knowledge that is declassified, and to use decisions made in particular cases as precedent to guide future decisions.

I also told them that we need to draw hard lines to protect that which is truly secret, but warned that if we're drawing them on the margins, we're doing ourselves a disservice. I know it's a lot easier to say, "no" than to say, "let me think about that," but the latter is where we should be. The best decisions, like the best intelligence, rarely come from the easiest road, especially on the toughest issues.

A few months after that meeting, CIA centralized all declassification review and release programs at the corporate level. We concluded that under the previous structure, where greater authority rested with the Directorates, decisions too often were opaque, inconsistent, and subject to lengthy, unproductive disputes. The new approach gives our Chief of Information Management Services a stronger hand to ensure that adequate record searches are undertaken and appropriate decisions are made. We want decisions that are reasonable, timely, transparent, and credible.

I firmly believe this approach will improve CIA's standing with key partners inside and outside government, including people like you. It also will strengthen our ability to educate the public about our unique work and our vital contributions to national security.

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-Remarks of Director Gen. Michael V. Hayden at the Society for Historians of American Foreign Relations Conference - June 21, 2007

The Agency's social contract with the American people leads us—tempered by the demands of national security—to give those we serve a window into the complexities of intelligence.

-A Message from the Director: Historical Documents ("Family Jewels") Released – 26 June 2007

The DCIA said he saw the PRB as a "strategic enabler" and a "strategic driver" and not just a "checking of the box." He sees the Board as playing a "core" role, it's "not something we do that we wish we did not have to do, ... not a square filler ... it is a strategic shaper." The Board's importance flows from the fact that it "shapes our relationship with the folks that pay our bills," i.e., the American people. The Agency has "precious little legitimate interfaces with the general public" and we have "to take advantage of those we have." "We don't want to discourage people from *legitimately* [his emphasis] writing about their government." "We deserve to be written about." "Our objective is not to eliminate submissions." In the Agency's effort to allow people to write more about the Agency, "we need to strike the right balance in the areas of both classification and appropriateness."

The PRB faces the challenge of weighing both classification concerns and appropriateness concerns. "We are the keeper of the secrets" but "I actually think there is a lot that can be said about us." In that vein, he expressed the thought that the fact we have "overseas bases is probably not a secret," but that does not mean he would divulge the name of the chief of station somewhere. The DCIA felt it was a "structurally bad approach" to go to the secret holder (equity holder) for the final decision.

The DCIA said the appropriateness issue should be applied on a sliding scale based on the person's affiliation with the Agency: full-time staff employee, full-time contractor, all the way to a once-a-month lecturer. Less stringent standards should be applied to the lower end of the sliding scale.

He iterated that the Board was a strategic driver or shaper of the relationship with the public. "The more secret we are, the less benefit of the doubt we will get" when facing untrue allegations. The PRB's mission is to provide a "full appreciation of the Agency to the public domain.... Our being an impediment is self-destructive." He said, "We *do* [his emphasis] want to protect secrets," but "we can also can do so reasonably, we can do so timely, and we can do so transparently." He said that, in the public's mind, "we don't get the benefit of the doubt." If the Agency has extremely strict standards with regard to what it releases, there will be a vacuum of information and "If there is a vacuum of secrecy, the worst kind of gases [information] will fill

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that vacuum,” all sorts of misinformation will get out there. We need to “lean forward,” so that academics will say to other government agencies, “Why can’t you be more like CIA?”

The DCIA said we need to work “towards creating a more corporate approach” to the review process.” When we “reach forks in the road [in deciding the disposition of a manuscript], bring them to us [the Seventh Floor].” “Stuff that has been genuinely declassified ... it is declassified”; on the other hand, he pointed out that things that have appeared in public are not automatically unclassified. The Board needs to build up a body of knowledge that is declassified ... that will not cause harm.” We should “circle the wagons around that which is truly secret.” “If we’re drawing the lines on the margins, we’re doing ourselves a disservice.” The DCIA proposed we think of this body of previously declassified material as a “Supreme Court precedent,” a “body of law” to be used in subsequent reviews. He expressed the thought that “most of our sanctions look like nuclear weapons,” so we must have a strong case to go forward in denying permission to publish a piece of information. He noted that fairness in classification/declassification decisions was important: “What is declassified for George [Tenet] is declassified for Mike Scheuer.” Take each transaction and “use it to drive us to a common, corporate approach to what constitutes a secret.” The DCIA said we should use the PRB Chair to decide issues so that we keep a corporate approach. He used the example of declassifying DI analysis on the Congo in the 1960’s—there “shouldn’t be as stark a contrast as night and day between” the DI and NCS, although recognizing we need to ensure sources are protected. If there is no consensus, the PRB Chair should bring the issue to his, Michael Morell’s, or Steve Kappes’ attention. Once he, Mr. Morell, or Mr. Kappes make a decision in such a case, that decision will have precedential value for other similar cases.

Michael Morell emphasized the appropriateness standard for the review of manuscripts written by current employees. He reminded the Board that current employees should not be allowed to write on policy issues. The DCIA continued from there stating we must “keep the people at a very high level.” Allowing current employees to write about policy “erodes our ability to offer candid” judgments. “I know the phenomenon of the unpleasant fact.” “We have to demonstrate a discipline (i.e., current employees foregoing policy-related publications) to ensure that the policymakers do not view us as biased and accept “the unpleasant facts that we must provide at times.... We have to prove we’re not interested in the outcome,” we have to be apolitical, which is “mission essential on several levels.”

The DCIA said “the burden of proof is on the one claiming the mosaic effect.” If a particular mosaic piece “appears to have been informed by secrets ... I have no problem with” applying the mosaic argument. The Board should “lean away from the mosaic theory.” The deciding factor should be “based on reasonable conclusions.” The DCIA has “a skepticism of the mosaic effect because it can be used to can any sentence we choose.” He felt the mosaic effect is “our weakest argument.” The DCIA went on to say that if the person who constructs a manuscript that is considered a “mosaic” and the author is the only one who could have constructed such a picture, then the mosaic is a legitimate argument, but if anyone else could construct the same picture through open sources or other means, then the mosaic is probably not legitimate.

The DCIA said he is “desperately seeking the opportunity to [make a legal case against certain authors who do not use the PRB process],” which is why we need to avoid “nickel and diming on

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the edge" with regard to classification decisions. He wants to act to protect "a clear and indisputable secret." We "want clear, unarguable" secrets to have been divulged before we go to court.

The DCIA said "I want us to build a track record of doing reasonable things so that when we pull our gun out of the holster" we are perceived as having a compelling case. We need to prove "we've actually done it for cause" that there is "damage to national defense" before we go after an author. We need to ask "Are we really sure this is a secret?" He noted that "left to ourselves, our internal processes will drive the [classification] line way out in the gray area," so he wants us to pull the line closer in.

The DCIA said "Let's not discourage scholarship." The PRB needs "to foster a body of scholarship on the CIA."

He again mentioned that if agreement cannot be reached at lower levels, declassification issues should be raised to the Seventh Floor for decision. We "need to be quite reasonable in protecting secrets." We need to "use that precedent case law to move forward." Building up the body of case law based on reasonable defense of things that are truly secret will show the public "that when we say no, we mean no." The PRB's job is not a "satisficer," but a "satisfier," a means to "self-actualization" (in Maslowian psychology), and was not just a duty that should be done out of necessity.

-Comments from the Director to the Publications Review Board (PRB) -- 26 September 2006

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(U//~~ATUO~~) **PROCESS**

When a manuscript is received through e-mail, mail, fax, Fedex, etc., the Executive Secretary creates a case folder using the criteria below. (When the ms arrives through e-mail a response is sent saying we received it.) The Administrative Assistant will create the case # (PRB #) and open/record the case in the PRB Access Database. The reviewer Team Lead will then assign the case to a lead reviewer. The lead reviewer will read the submission, THEN send out prepublication review requests (taskings) to the parties with equities and place the case folder in the "2nd Reader" box. Any cases in this box are available for you to review. If you are the second reader, please perform your own research on any item you believe classified. Please return the case to the lead reviewer when your review is finished. When all responses have been compiled and two reviewers have read the case, the lead reviewer will send the response to the author.

CRITERIA FOR CREATING A CASE

I. NONOFFICIAL – speeches and writings, etc.

A. Former Employees and Former Contractors (Green Routing Sheet)

- 2 PRB reviewers, possibly Board Member
- Only review for classified material

B. Current Employees and Independent Contractors (Yellow Routing Sheet)

- Manager (COTR/CO/ PM for contractors) + 2 PRB reviewers, possibly Board Member
- Review for classified material and appropriateness (as defined in AR 6-2)
- Employee files Form 879

C. Current Industrial Contractors (Purple Routing Sheet)

- Manager (COTR/CO/ PM for contractors) + 2 PRB reviewers, possibly Board Member
- Review for classified material
- Employee files Form 879

D. Résumés

- PRD's Resume Unit reviews them (with separate case # creation)
- Keep record of transaction

II. OFFICIAL WORKS (Unclassified and for outside USG audience)

A. Official Presentations: No Media

Manager + IRO (Information Review Office with equities) + 2 PRB reviewers

B. Official Presentations: Media Present

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Manager + IRO + 2 PRB reviewers

C. Official Writings (Unclassified and for outside USG audience)

Manager + IRO + 2 PRB reviewers

III. MISCELLANEOUS

A. Studies in Intelligence Articles

- CSI first approves: Could be official or nonofficial
- No 879 required
- Review for classified and a "light" appropriateness standard
- 2 PRB reviewers, possibly Board member with equities

B. Officers in Residence (OIR) – for outside-the-classroom materials only

- More of a quasi-official work, easier to get approval if it is for an academic publication
- May require an 879 if the activity is outside the classroom (i.e. speech)
- This program no longer exists under CSI but is administered by the Directorates

C. Academic papers and theses have a somewhat lighter standard

- If course is Agency funded, no 879 required
- Still review for classified and appropriateness
- 2 PRB reviewers, possibly Board member with equities
- Can approve some academic works that would normally have appropriateness issues for "Academic Use Only"
- If thesis or dissertation is required to be available in the institution's library or through Proquest, it must be reviewed for classified and appropriateness.

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AUTHOR BACKGROUND CHECKLIST**COVER –**

PRB staff with access

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HR Bio (for those authors we've never dealt with)

PRB staff with access

SECRECACY AGREEMENT(b)(3) CIAAct
(b)(6)**CLEARANCES AND ACCESSES**

IP ASO and cc:

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SECURITY CENTER / – FORM 879 (FINAL APPROVAL for current employees/contractors (industrial AND independent))Give 3rd copy of provisional approval to for action(b)(3) CIAAct
(b)(6)**FORM 879 REQUIRED****YES**

- Accompanying material (application, statement of purpose, or biography) if course is student-funded.
- Any manuscript (meets AR 6-2 criteria) related to a student-funded academic course.
- Any outside publication unrelated to academic work described elsewhere here

NO

- Any manuscript (meets AR 6-2 criteria) related to an Agency-funded academic course.
- Accompanying material (application, statement of purpose, or biography) if course is Agency-funded.
- Résumé
- Grad fellow
- Part of student-intern program
- Co-op students

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SPECIAL CASES

CASES SENT TO THE NSC

Review Process

ICMail a copy of the following authors' manuscripts (or any with NSC equities) to the NSC when received:

1.
2.
3.
4.

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Usually use ic mail to communicate

NSC secure fax number:

Unclassified fax number:

(b)(3) CIAAct
(b)(6)

MANUSCRIPTS RECEIVED FROM THE RESERVE CADRE

(Usually NCS part time contractors)

Review Process

- No supervisor review needed (these contractors are called in on an as needed basis and don't have a true supervisor)
- PRB reviewer does the review
- If necessary send the manuscript to the PRB board member
- Author still required to fill out 879 (or their government contact can fill one out for them)

SENATE STATEMENTS OR MANUSCRIPTS RECEIVED FROM CURRENT OR FORMER SSCI STAFFERS

(b)(6)

Usually these come from but author may send them directly to us
(). Indicate on routing sheet to follow "SSCI steps."

Review Process

(b)(6)

- PRB reviewer, possibly Board Member

Response

- Send response to (b)(6)
Secure fax:
Unclassified fax:
E-mail:
- Wait for SSCI review response and then send combined PRB/SSCI response to author
- CC Congressional Affairs on any SSCI communications:

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(b)(6)

[redacted]
Secure fax: [redacted]
Unclassified fax: [redacted]

CENTER FOR THE STUDIES OF INTELLIGENCE (CSI) SUBMISSIONS

Review for current employees

- Supervisor + 2 PRB reviewers, possibly Board member
- Considered nonofficial publications
- No 879 form required

Review for former employees

- 2 PRB reviewers, possibly Board member

Response

- Send approval/objections to the editor of Studies in Intelligence (usually the individual who submitted manuscripts)

LIST OF PRB MEMBERS

File location: [redacted]

PRB Contact List

This list is updated frequently.

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LIST OF PRB CONTACTS AT OTHER AGENCIES

File location: [redacted]

IC Counterparts Contact List

This list is updated fairly frequently.

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~~(U//~~ATUO~~)~~ **POLICIES ESTABLISHED BY THE BOARD**
(SEE THE BLOG FOR ALL POLICIES)

BOOK REVIEWS

PRB policy is affirmed that in cases where a CIA author (either current or former employee or contractor) is merely repeating facts used by another author (e.g., in a book review or similar work), the Board does not consider the repetition of such statements of fact, in and of themselves, necessarily to be considered a validation of that information, and so, the author will generally be given substantial latitude in repeating these facts. 7 February 2008

FICTIONAL MANUSCRIPTS

PRB policy is affirmed that the Board will continue to use – pursuant to the Legal Adviser's 20 July 1987 memorandum entitled Prepublication Review of Factual Material in Fictional Manuscripts -- different standards of review for fictional and non-fictional works. Specifically, in fictional manuscripts where the author makes reference to stations and bases in specific city locations and where they are associated with other USG facilities overseas, the author will generally be given substantial latitude in using such references. 7 February 2008

DENIAL-IN-FULL, DIF

The Board decided that each manuscript would be reviewed for classification and appropriateness (in accordance with the status of the author). Authors are entitled to a clear decision as to what text is deemed to be classified or inappropriate. The Board will make such determinations for every submission. In the case where the overarching topic of a manuscript – the entirety of the overall theme of the work – is considered to be classified or inappropriate (or both), thereby leaving but a small portion of text remaining that is not considered to be classified or inappropriate, the Board may decide to advise the author that the manuscript has been denied-in-entirety (DIE), i.e., although there may be some words, phrases, sentences, or other small portion of text that are not either classified or inappropriate, nevertheless the majority of the text and the entirety of the theme of the work is considered to be classified or inappropriate and unsuitable for publication. Such a determination by the Board will not negate a more complete explanation to the author – should the author request additional details – as to why the theme was considered to be classified or inappropriate. 15 April 2008

MANUSCRIPT REVIEW WITH NO VALID SECRECY AGREEMENT

It is PRB policy not to review manuscripts of authors who have no valid Agency secrecy agreement and, therefore, do not have a prepublication review obligation. 7 February 2008

CONTRACTORS

PRB policy is affirmed that the Board will continue to review manuscripts by contractors on a sliding scale according to degree/amount of access (i.e. the review threshold for appropriateness will be lower for contractors of convenience).

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(U//~~ATUC~~) POLICIES ESTABLISHED BY THE BOARD (CONT'D)

MANAGING JUDGMENTAL DISAGREEMENTS

The views of all Board members will be heard and considered on any disputed manuscript. In instances where Board members disagree on a course of action, the PRB will not formally respond to the author of the disputed manuscript until the following procedures are enacted:

- The PRB Executive Secretary will distribute the manuscript in dispute to all Board members in advance of scheduling a formal meeting of the Board to discuss the manuscript in question.
- Following a discussion of the manuscript, the Chairman of the Board will ask for each Board member's formal determination.
- In the event that Board members cannot reach a unanimous decision, a majority vote will determine a final course of action.
- If no appeals are filed regarding the decision, the view of the majority of the Board will be adopted as the final decision of the PRB.

The Appeal Process

- If one or more Board members disagree with the aforementioned majority opinion of the Board, the dissenting Board member(s), with the approval of his/her directorate head(s), will have 5 workdays to formally raise the issue to the Director/IMS for review.
- If no resolution is reached at the level of the Director/IMS, the dissenting Board member(s), with the approval of his/her directorate head(s), will have 5 working days to raise the matter with the Associate Deputy Director of the Central Intelligence Agency (ADD/CIA)—in writing via the PRB Chairman—for a final review and decision.

When there is Board disagreement, there will be no final decision adopted by the Board until the issue is resolved by the C/IMS or the ADD/CIA provided the appropriate appeals are raised within the aforementioned time limits.

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Guidelines for Review

(U//~~AIUO~~) AR 6-2

Date: 06/25/2011

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Category: 6 - Public Affairs

OPR: CIO

Title: AR 6-2 (U) AGENCY PREPUBLICATION REVIEW OF CERTAIN MATERIAL PREPARED FOR PUBLIC DISSEMINATION

CL BY: , CL REASON: , DECL ON: , DRV FROM:

REVISION SUMMARY: 25 June 2011

This regulation supersedes AR 6-2, dated 19 July 2010.

AR 6-2 is revised to clarify the prepublication review criteria applicable to the submissions of current CIA employees and contractors and to reflect current organizational titles, existing Board membership, and updated citations to certain applicable authorities.

Boldfaced text in this regulation indicates revisions.

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This regulation was written by the Office of the Chief Information Officer,

2. (U//~~AIUO~~) AGENCY PREPUBLICATION REVIEW OF CERTAIN MATERIAL PREPARED FOR PUBLIC DISSEMINATION

(U//~~AIUO~~) SYNOPSIS. This regulation sets forth CIA policies and procedures for the submission and review of material proposed for publication or public dissemination by current and former employees and contractors and other individuals obligated by the CIA secrecy agreement to protect from unauthorized disclosure certain information they obtain as a result of their contact with the CIA. This regulation applies to all forms of dissemination, whether in written, oral, electronic, or other forms, and whether intended to be an official or nonofficial (that is, personal) publication.

- a. (U//~~AIUO~~) AUTHORITY.** The National Security Act of 1947, as amended, the Central Intelligence Agency (CIA) Act of 1949, as amended, and Executive Order 12333, as amended, require the protection of intelligence sources and methods from unauthorized disclosure. Executive Order 13526, requires protection of classified information from

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unauthorized disclosure. 18 U.S.C. section 209 prohibits a federal employee from supplementation of salary from any source other than the U.S. Government as compensation for activities related to the employee's service as a Government employee. The *Standards of Ethical Conduct for Employees of the Executive Branch* (5 C.F.R. 2635) are the Government-wide ethics regulations that govern Federal employees. Those regulations include restrictions on outside activities and compensation for teaching, speaking, and writing related to official duties. In Snepp v. U.S., 444 U.S. 507 (1980), the Supreme Court held that individuals who have been authorized access to CIA information, the public disclosure of which could harm the national security, hold positions of special trust and have fiduciary obligations to protect such information. These obligations are reflected in this regulation and in CIA secrecy agreements.

b. (U//~~FOUO~~) GENERAL REQUIREMENTS AND DEFINITIONS

- (1) The CIA requires all current and former Agency employees and contractors, and others who are obligated by CIA secrecy agreement, to submit for prepublication review to the CIA's Publications Review Board (PRB) all intelligence-related materials intended for publication or public dissemination, whether they will be communicated in writing, speeches, or any other method; and whether they are officially sanctioned or represent personal expressions, except as noted below.
- (2) The purpose of prepublication review is to ensure that information damaging to the national security is not disclosed inadvertently; and, for current employees and contractors, to ensure that neither the author's performance of duties, the Agency's mission, nor the foreign relations or security of the U.S. are adversely affected by publication.
- (3) The prepublication review requirement does not apply to material that is unrelated to intelligence, foreign relations, or CIA employment or contract matters (for example, material that relates to cooking, stamp collecting, sports, fraternal organizations, and so forth).
- (4) Agency approval for publication of nonofficial, personal works (including those of current and former employees and contractors and covered non-Agency personnel) does not represent Agency endorsement or verification of, or agreement with, such works. Therefore, consistent with cover status, authors are required, unless waived in writing by the PRB, to publish the following disclaimer:

"All statements of fact, opinion, or analysis expressed are those of the author and do not reflect the official positions or views of the Central Intelligence Agency (CIA) or any other U.S. Government agency. Nothing in the contents should be construed as asserting or implying U.S. Government authentication of information or CIA endorsement of the author's views. This material has been reviewed by the CIA to prevent the disclosure of classified information."

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- (5) Those who are speaking in a nonofficial capacity must state at the beginning of their remarks or interview that their views do not necessarily reflect the official views of the CIA.
- (6) A nonofficial or personal publication is a work by anyone who has signed a CIA secrecy agreement (including a current and former employee or contractor), who has prepared the work as a private individual and who is not acting in an official capacity for the Government.
- (7) An official publication is a work by anyone who has signed a CIA secrecy agreement, (including a current employee or contractor), such as an article, monograph, or speech, that is intended to be unclassified and is prepared as part of their official duties as a Government employee or contractor acting in an official capacity.
- (8) "Publication" or "public dissemination" in this context means:
 - (a) for nonofficial (that is, personal) works -- communicating information to one or more persons; and
 - (b) for official works -- communicating information in an unclassified manner where that information is intended, or is likely to be, disseminated to the public or the media.
- (9) Covered non-Agency personnel means individuals who are obligated by a CIA secrecy agreement to protect from unauthorized disclosure certain information they obtain as a result of their contact with the CIA.

c. (U//~~AIUO~~) **THE PUBLICATIONS REVIEW BOARD**

- (1) The PRB is the Agency body charged with reviewing, coordinating, and formally approving in writing all proposed nonofficial, personal publications that are submitted for prepublication. It is also responsible for coordinating the official release of certain unclassified Agency information to the public. The Board consists of a Chair and senior representatives from the Director of CIA Area, the National Clandestine Service (NCS), the Directorate of Support, the Directorate of Science and Technology, **and** the Directorate of Intelligence. **There is a nonvoting Executive Secretary and** the Office of General Counsel (OGC) provides a nonvoting legal advisor.
- (2) The PRB shall adopt and implement all lawful measures to prevent the publication of information that could damage the national security or foreign relations of the U.S. or adversely affect the CIA's functions or the author's performance of duties, and to ensure that individuals given access to classified information understand and comply with their contractual obligations not to disclose it. When the PRB reviews submissions that involve the equities of any other agency, the PRB shall coordinate its review with the equity-owning agency.

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- (3) The PRB Chair is authorized unilaterally to represent the Board when disclosure of submitted material so clearly would not harm national security that additional review is unnecessary or when time constraints or other unusual circumstances make it impractical or impossible to convene or consult with the Board. The Chair may also determine that the subject of the material is so narrow or technical that only certain Board members need to be consulted.
- (4) During the course of PRB deliberations, the views of the equity-owning Board member regarding damage to national security and appropriateness for publication will be given great weight. In the even the PRB Chair and other Board members disagree as to whether the publication of information could damage the national security or if the *Studies in Intelligence* Editorial Board Chair disagrees with a PRB decision under section g(2) below that an article is inappropriate for publication, the PRB Chair, or Director of the Center for the Study of Intelligence, will have 15 days to raise the issue to the Chief, IMS for review, highlighting the equity-owner's concerns. If no resolution is reached at that level, the C/IMS will have 15 days to raise the matter to the Associate Deputy Director of the Central Intelligence Agency (ADD/CIA) for a final decision. When there is a disagreement whether information should be approved for publication, it will not be so approved until the issue is resolved by the C/IMS or the ADD/CIA. However, if the issue is not raised to the C/IMS or the ADD/CIA within the applicable time limits, the views of the equity-owning Board member will be adopted as the decision of the PRB (or in those cases where the *Studies of Intelligence* Editorial Board Chair disagrees with the PRB decision and the issue is not raised within applicable time limits, the PRB decision will be final).

d. (U//~~ATUO~~) CONTACTING THE PRB

- (1) Former employees and contractors and other covered non-Agency personnel must submit covered nonofficial (personal) materials intended for publication or public dissemination to the PRB by mail, fax, or electronically as follows:

For U.S. Mail:

CIA Publications Review Board

Washington, DC 20505

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For Overnight Delivery (for example, FedEx, UPS, and so forth):

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Facsimile:

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Email: Phone:

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- (2) Current employees and contractors must submit covered nonofficial and official materials intended for publication or public dissemination to the PRB by mail, fax, or electronically as follows:

Internal Mail:

(b)(3) CIAAct

Classified Facsimile:

(b)(3) CIAAct

Email: Lotus Note to:

(b)(3) CIAAct

Secure Phone:

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- (3) Current employees and contractors intending to publish or speak on a nonofficial, personal basis must also complete and submit to the PRB an electronic cover memorandum identifying their immediate supervisor or contracting officer. The PRB will notify the appropriate Agency manager or contracting officer, whose concurrence is necessary for publication.
- (4) Review Timelines. As a general rule, the PRB will complete prepublication review for nonofficial publications within 30 days of receipt of the material. Relatively short, time-sensitive submissions (for example, op-ed pieces, letters to the editor, and so forth) will be handled as expeditiously as practicable. Lengthy or complex submissions may require a longer period of time for review, especially if they involve intelligence sources and methods issues. Authors are strongly encouraged to submit drafts of completed works, rather than chapters or portions of such works.

e. (U//~~FOUO~~) WHAT IS COVERED

- (1) Types of Materials. The prepublication review obligation applies to any written, oral, electronic, or other presentation intended for publication or public dissemination, whether personal or official, that mentions CIA or intelligence data or activities or material on any subject about which the author has had access to classified information in the course of his employment or other contact with the Agency. The obligation includes, but is not limited to, works of fiction; books; newspaper columns; academic journal articles; magazine articles; resumes or biographical information on Agency employees (submission to the PRB is the exclusive procedure for obtaining approval of proposed resume text); draft *Studies in Intelligence* submissions (whenever the author is informed by the *Studies* editor that the draft article is suitable for *Studies* Editorial Board review); letters to the editor; book reviews; pamphlets; scholarly papers; scripts; screenplays; internet blogs, e-mails, or other writings; outlines of oral presentations; speeches; or testimony prepared for a Federal or state or local executive, legislative, judicial, or

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administrative entity; and Officers in Residence (OIRs) speeches and publications (although oral and written materials prepared by OIRs exclusively for their classroom instructional purposes are not covered, OIRs must take particular care to ensure that any anecdotes or other classroom discussions of their Agency experiences do not inadvertently reveal classified information). Materials created for submission to the Inspector General and/or the Congress under the Whistleblower Protection Act and CIA implementing regulations are nonofficial, personal documents when they are initially created and the author is entitled to seek a review by the PRB to determine if the materials contain classified information and, if so, the appropriate level of classification of the information. If, at any point during or after the whistleblower process, the author wishes to disseminate his whistleblower complaint to the public, the author must submit his complaint to the PRB for full prepublication review under this regulation. If the author is a current employee or contractor who intends to disseminate his whistleblower complaint to the public, the author must also obtain PRB review of his materials under paragraph g below.

- (2) Review of Draft Documents. Written materials of a nonofficial, personal nature covered by the regulation must be submitted to the PRB at each stage of their development before being circulated to publishers, editors, literary agents, co-authors, ghost writers, reviewers, or the public (that is, anyone who does not have the requisite clearance and need-to-know to see information that has not yet been reviewed, but may be classified). This prepublication review requirement is intended to prevent comparison of different versions of such material, which would reveal the items that the Agency has deleted. For this reason, PRB review of material only after it has been submitted to publishers, reviewers, or other outside parties violates the author's prepublication review obligation. The Agency reserves the right to conduct a post-publication review of any such material in order to take necessary protective action to mitigate damage caused by such a disclosure. Such post-publication review and action does not preclude the U.S. Government or the CIA from exercising any other legal rights otherwise available as a result of this prepublication violation. Additionally, the Agency reserves the right to require the destruction or return to CIA of classified information found to have been included in earlier versions of a work regardless of the form of the media involved (for example, paper, floppy disk, hard disk, or other electronic storage methods).

(3) Public Presentations.

- (a) With respect to current and former employees and contractors and covered non-Agency personnel making intelligence-related speeches, media interviews, or testimony, they must submit all notes, outlines, or any tangible preparatory material to the PRB for review. Where no written material has been prepared specifically in contemplation of the speech, interview, or oral testimony, the individual must contact the PRB Chair or his representative to provide a summary of any and all topics that it is reasonable to assume may be discussed, and points that will or may be made. Unprepared or unrehearsed oral statements do not exempt an individual from possible

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criminal liability in the event they involve an unauthorized disclosure of classified information.

- (b) In addition, with respect to current employees and contractors making official or nonofficial oral intelligence-related statements to the media or to groups where the media will likely be in attendance, prior to granting interviews or making public appearances, the speaker shall contact the PRB for guidance. The PRB will coordinate the review of proposed speeches or media interviews with the component involved, the Office of Public Affairs for guidance regarding media or press relations, and other offices as necessary.
- (c) Current employees who must make court appearances or respond to subpoenas must contact OGC for guidance.
- (4) Official Publications. The publication or public dissemination of official Agency information by any means, including electronic transmissions, such as internet and unclassified facsimile, is subject to prepublication review. In addition to the types of materials listed in paragraph e(1) above, official publications subject to this review include unclassified monographs; organizational charts; brochures; booklets; flyers; posters; advertisements; films; slides; videotapes; or other issuances, irrespective of physical media such as paper, film, magnetic, optical, or electronic, that mention CIA or intelligence data or activities or material on any subject about which the author has had access to classified information in the course of his employment or other association with the Agency.
- (5) Exclusions. Not included within the scope of this regulation are CIA court filings; regular, serial publications such as the CIA *World Fact Book*; or documents released pursuant to official declassification and release programs such as the Freedom of Information Act or the 25-Year Automatic Declassification Program under Executive Order 13526. Nor do these procedures apply to official documents intended to be disseminated only to other Federal Government entities (that is, responses to other Federal agencies and Congressional entities -- except for unclassified "constituent replies" that will remain covered by this regulation).
- (6) Additional PRB Guidance. It is not possible to anticipate all questions that may arise about which materials require prepublication review. Therefore, it is the author's obligation to seek guidance from the PRB on all prepublication review issues not explicitly covered by this regulation.

f. (U//~~FOUO~~) PREPUBLICATION REVIEW GUIDELINES FOR FORMER EMPLOYEES AND CONTRACTORS, AND COVERED NON-AGENCY PERSONNEL

- (1) All material proposed for publication or public dissemination must be submitted to the PRB Chair, as described in paragraph d(1) above. The PRB Chair will have the

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responsibility for the review, coordination, and formal approval in writing of submissions in coordination with appropriate Board members. The PRB Chair will provide copies of submitted material to all components with equities in such material, and will also provide copies to all Board members and, upon request, to any Directorate-level Information Review Officer.

- (2) The PRB will review material proposed for publication or public dissemination solely to determine whether it contains any classified information. Permission to publish will not be denied solely because the material may be embarrassing to or critical of the Agency. Former employees, contractors, or non-Agency personnel must obtain the written approval of the PRB prior to publication.
- (3) When it is contemplated that a co-author who has not signed a CIA secrecy agreement will contribute to a publication subject to prepublication review, the final version of the publication must clearly identify those portions of the publication that were authored by the individual subject to the secrecy agreement. Where there is any ambiguity concerning which individual wrote a section, and the section was not submitted for review, the Agency reserves the right to consider the section to be entirely written by the individual subject to the secrecy agreement and therefore in violation of the individual's prepublication review obligations.
- (4) When otherwise classified information is also available independently in open sources and can be cited by the author, the PRB will consider the fact in making its determination on whether that information may be published with the appropriate citations. Nevertheless, the Agency retains the right to disallow certain open-source information or citations where, because of the author's Agency affiliation or position, the reference might confirm the classified content.

g. (U//~~ATUO~~) PREPUBLICATION REVIEW GUIDELINES FOR CURRENT EMPLOYEES AND CONTRACTORS

- (1) All **covered material proposed for publication or public dissemination** must be submitted to the PRB Chair, as described in paragraph d(2) above. The PRB Chair will have the responsibility for the review, coordination, and formal approval in writing of submissions in coordination with the author's supervisor and other offices as necessary. The PRB Chair will provide copies of submitted material to all components with equities in such material, and will also provide copies to all Board members and, upon request, to any Directorate-level Information Review Officer.
- (2) Additional Review Criteria. Appropriateness. For current employees and contractors, in addition to the prohibition on revealing classified information, the Agency is also legally authorized to deny permission to publish any official or nonofficial materials on matters set forth in paragraphs e(1) and e(4) above that could:
 - (a) reasonably be expected to impair the author's performance of his or her job duties,

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- (b) interfere with the authorized functions of the CIA, or
- (c) have an adverse effect on the foreign relations or security of the United States.

These additional review criteria ensure that material is not published that could adversely affect the Agency's ability to function as an employer and carry out its national security mission. Because these criteria principally concern the Agency's authority as an employer to promote an effective work place and to protect the integrity of its mission, they apply only to the submissions of current CIA employees and contractors.

When a current CIA officer engages in public discussion of internal organizational operations, policies, and information, it could in certain circumstances interfere with CIA's ability, as an employer, to promote an effective work place and carry out its mission. When a current CIA officer engages in public discussion of current foreign relations issues or intelligence-related matters, it could in certain circumstances provide a factual basis for some to reasonably question whether the CIA was properly carrying out its independent, objective, and apolitical intelligence functions.

The determination of whether any particular publication could impair the author's performance of his or her duties, interfere with authorized CIA functions, or adversely affect the foreign relations or security of the United States must be assessed case-by-case in terms of the content of the manuscript, as well as the overall context and prevailing circumstances, including but not limited to, consideration of the currency of the subject matter; whether the subject matter is a matter of public concern; the degree to which the topic is related to the author's official duties; whether the material submitted for review is required for a course at an accredited U.S. educational institution at any academic level and, if so, whether distribution is intended to extend beyond classroom use; and whether, in light of the assignment in which the author serves, the inclusion or exclusion of the disclaimer described in paragraph b(4) above can mitigate any concerns. The Agency will exercise its authority to deny permission to publish on the basis of any such determination only when the determination is made in writing and clearly identifies or describes how publication could create a significant risk of impairing the author's performance of his or her job duties, interfering with the authorized functions of the CIA, or adversely affecting the foreign relations or security of the United States.

Prior to drafting a manuscript intended for nonofficial publication, current CIA officers are encouraged to consult with the Board regarding the proposed topic or subject matter. In addition, current CIA officers must comply with any applicable component policies and procedures relating to consultation with management prior to the drafting of a manuscript, prior to submitting a manuscript to the Board, or during the prepublication review process. Any consultation with the Board or

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management may not necessarily result in Agency approval to publish the submitted manuscript.

- (3) Outside Activities Approval Request. Current employees and contractors must also complete a Form 879 (Outside Activity Approval Request) **in accordance with Agency Regulation 10-15**.
- (4) Review Process:
 - (a) Nonofficial publications. For all nonofficial publications, current employees must complete and submit to the PRB a cover memorandum identifying their immediate supervisor or contracting officer. The PRB will notify these individuals, whose concurrence is necessary for publication.
 - (b) Unclassified official publications. For all unclassified official publications that are covered by this regulation, current employees or contractors must first coordinate the document or speech with their management chain. Once initial management acceptance has been made, the employee must then submit the **proposed** publication to the PRB for final review and approval. (*Classified* official publications are not covered by this regulation and, therefore, are not required to be submitted to the PRB for review.)
 - (c) Resumes. This requirement for management review and concurrence does not apply for resumes, which must be sent to the PRB, which will coordinate their approval with the appropriate equity-owning component and Directorate-level Information Review Officer. The employee must obtain the written approval of the PRB prior to any dissemination of the resume outside of the CIA.
- (5) OGC Ethics Review for Executive Branch Employees. As part of the prepublication review process, and after PRB/management review of proposed publications is completed, the PRB will initiate a further review by OGC/**Ethics Law Division (OGC/ELD)** to determine if any ethics issues are raised under the *Standards of Ethical Conduct for Employees of the Executive Branch*. These Government-wide regulations and Agency Regulation 13-2 **limit the use of nonpublic information and** provide that an employee shall not receive compensation from any source other than the Government for teaching, speaking, or writing relating to the employee's official duties. Additionally, OGC/ELD will also review proposed publications by current employees to ensure there is no violation of the criminal statute, 18 U.S.C. section 209, which prohibits an employee from receiving any salary or any contribution to or supplementation of salary from any source other than the U.S. as compensation for services as a Government employee. Specifically, employees may not receive outside compensation for any article, speech, or book written or produced as part of their official duties.

h. (U//~~AFUO~~)APPEALS

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- (1) If the PRB denies all or part of a proposed nonofficial publication, the author may submit additional material in support of publication and request reconsideration by the PRB. In the event the PRB denies the request for reconsideration, the author may appeal. PRB decisions involving nonofficial publications may be appealed to the ADD/CIA within 30 days of the decision. Such an appeal must be in writing and must be sent to the PRB Chair. Appeal documentation must include the material intended for publication and any supporting materials the appealing party wishes the ADD/CIA to consider. The PRB Chair will forward the appeal and relevant documentation through the components that objected to publication of the writing or other product at issue. The Director or Head of Independent Office will affirm or recommend revision of the decision affecting his or her component's equities and will forward that recommendation to OGC. OGC will review the recommendations for legal sufficiency and will make a recommendation to the ADD/CIA for a final Agency decision. The PRB Chair is responsible for staff support to the ADD/CIA. The ADD/CIA will render a written final decision on the appeal. Best efforts will be made to complete the appeal process within 30 days from the date the appeal is submitted.
 - (2) This regulation is intended to provide direction and guidance for those persons who have prepublication review obligations and those who review material submitted for nonofficial or official publication. Nothing contained in this regulation or in any practice or procedure that implements this regulation is intended to confer, or does confer, any substantive or procedural right of privilege on any person or organization beyond that expressly stated herein.
- i. **(U//~~AUO~~) BREACH OF SECRECY AGREEMENT.** Failure to comply with prepublication review obligations can result in the imposition of civil penalties or damages. When the PRB becomes aware of a potential violation of the CIA secrecy agreement, it will notify OGC and the Office of Security (OS). After the OS review and investigation of the case is completed, if further action is deemed warranted, the OS will refer the matter to OGC, which will report all potentially criminal conduct to the Department of Justice (DoJ) and consult with DoJ regarding any civil remedies that may be pursued.

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BACKGROUND INFORMATION

The PRB does not correct factual inaccuracies (or grammar, punctuation, spelling, etc)!

GUIDANCE FOR COMPONENT REVIEWERS

The Publications Review Board is the Agency office that is charged with the responsibility to review all written – official or non-official (i.e., personal) -- works by employees, contractors and former employees and contractors. For employees and current independent contractors we review the material to make sure that the information is unclassified and appropriate. For current industrial contractors, we review the material for classified information and that the contract allows the activity. For former employees and contractors we only review the material for classified information.

For **official works**, the Agency owns the material and has complete control and discretion as to what is approved.

For **non-official, personal works**, the writing is owned by the author (not the Agency). The Agency has the right and responsibility to review the material for classified information – nothing more. Because the author has a legal, proprietary interest in the work, the Agency must be careful to limit distribution to only those people and offices that are involved in the official review process.

Action:

- **You are being asked to review the attached writing for classified information** (information, that if released would damage national security). As you perform your review, please keep in mind two things: (1) the Agency must be able to articulate damage to national security to the author in order to be able to prevail in any redactions requested, and (2) since only the classified information is considered to be Agency-owned, all the rest of the material is the author's, so we need to be as judicious as possible in deleting information – where possible, delete a classified word or phrase, rather than deleting an entire sentence or paragraph. Ask yourself: “What is the bare minimum I can remove from this text that will make it unclassified.”
- If the writing has been authored by a current employee or contractor **you are also being asked to determine if the work is appropriate**. In this context, appropriate means that if published could the material reasonable be expected to impair the employee's/contractor's performance of his or her job, interfere with the authorized functions of the CIA, or have an adverse effect on the foreign relations or security of the U.S.
- Since the writing is the propriety property of the author, **do not further distribute this work without PRB approval**. Further, once your review has been completed, you must delete all review copies of the manuscript to include hard and electronic copies you may have made.

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If you have any questions, or would like additional background information on this manuscript or the review process in general, please contact the PRB:

CSI ARTICLE ON EMPLOYEE FREE SPEECH

“Reviewing the Work of CIA Authors: Secrets, Free Speech, and Fig Leaves”

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CLASSIFIED ISSUES

BUDGET / STAFFING

- (b)(1) ▪ The Agency does not permit budget or staffing statistics to be stated, unless previously
(b)(3) CIAAct released. There are some exceptions.
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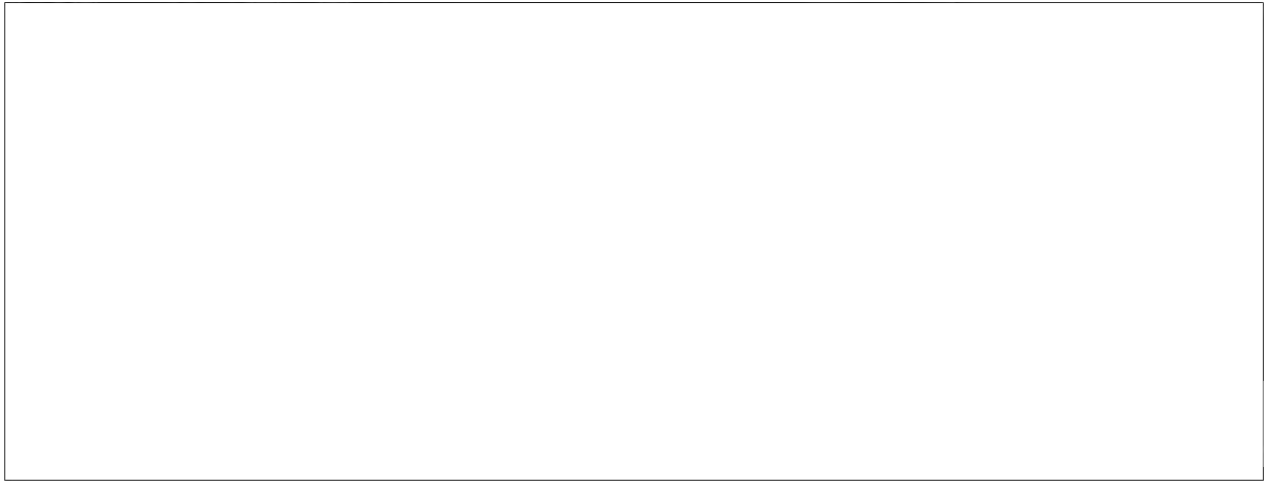
CODEWORDS / CODENAMES / CRYPTONYMS

- The Agency does not permit codewords / codenames / cryptonyms unless previously declassified.

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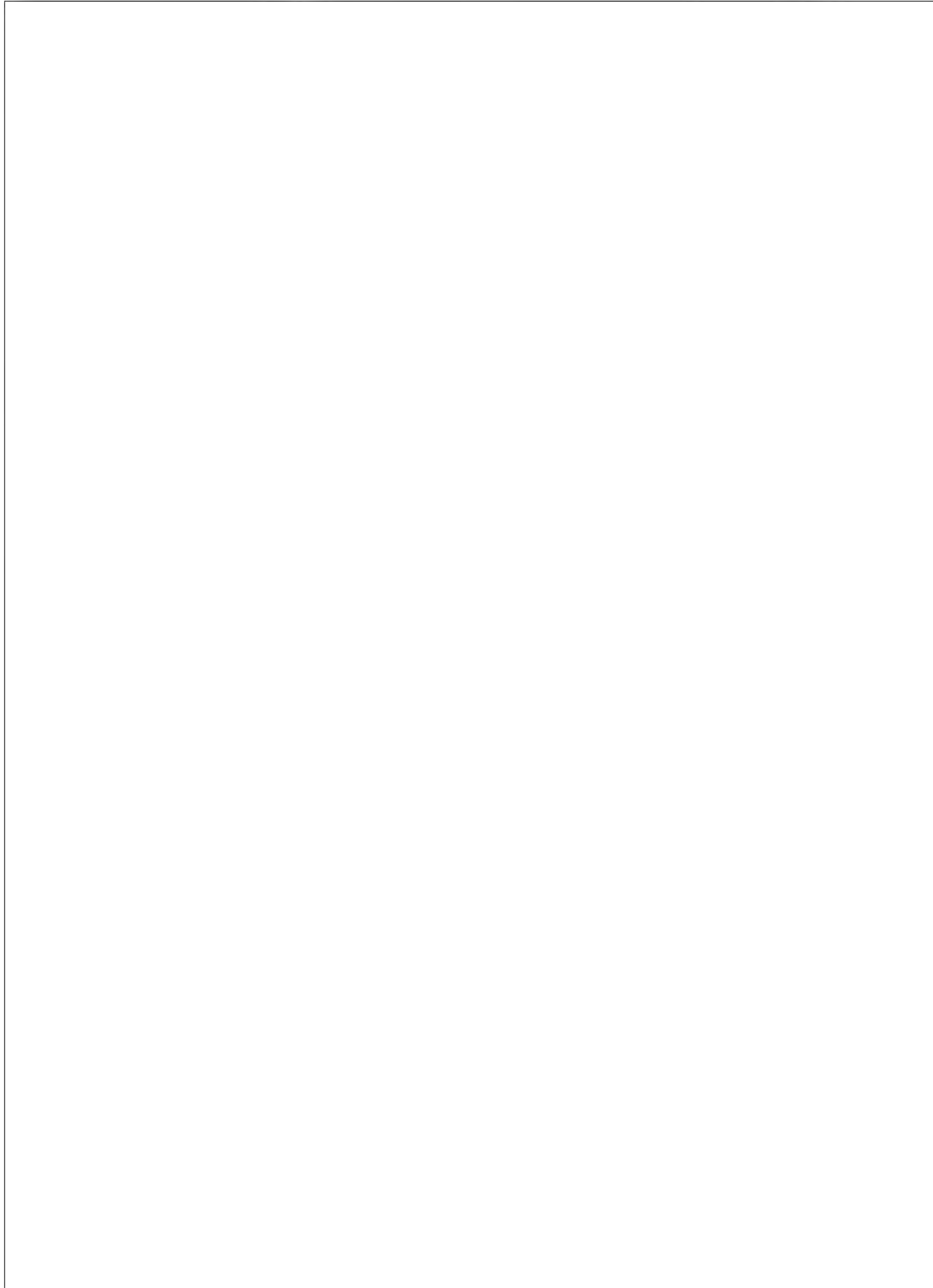
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OLD FICTION MEMO



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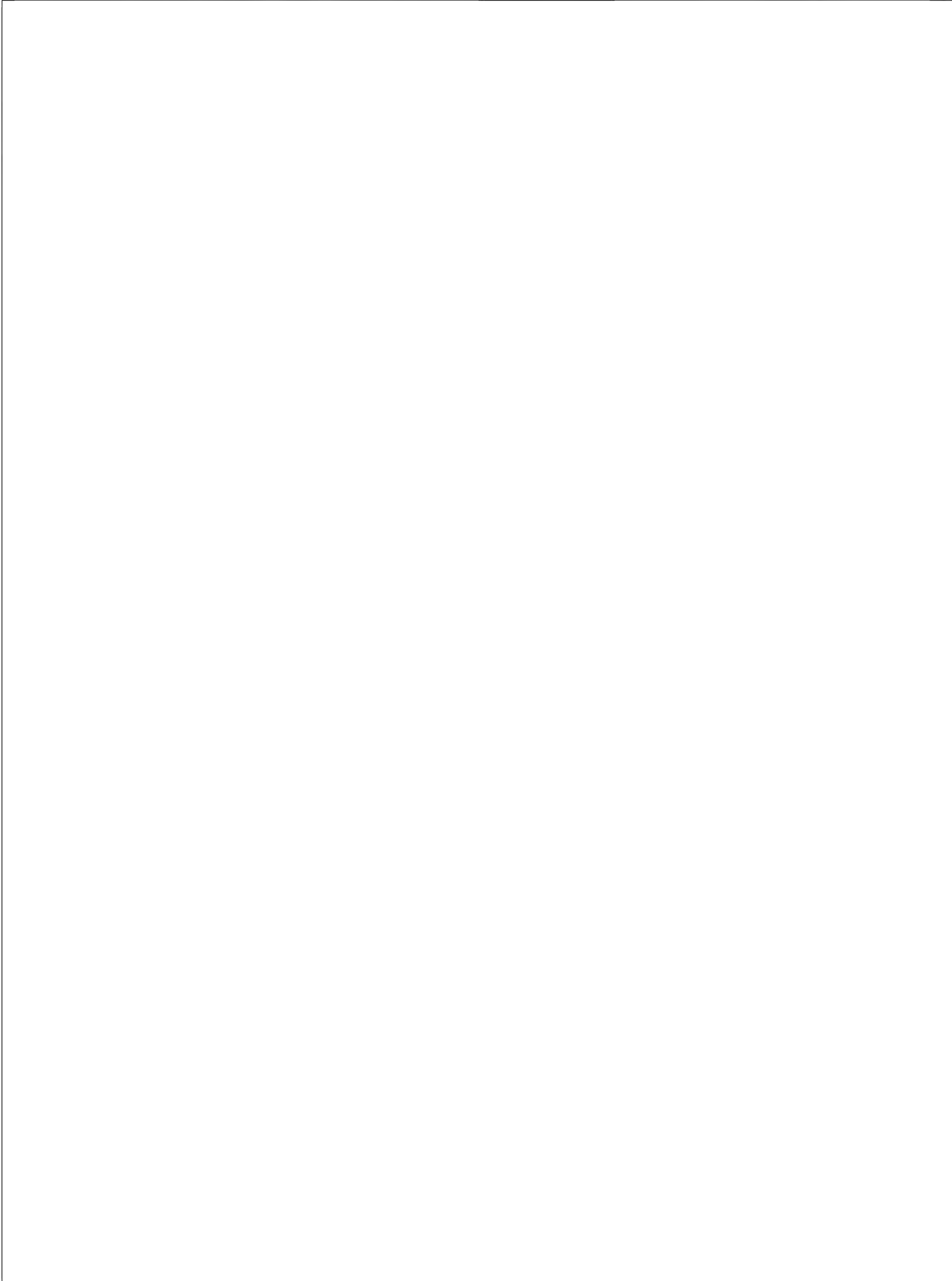
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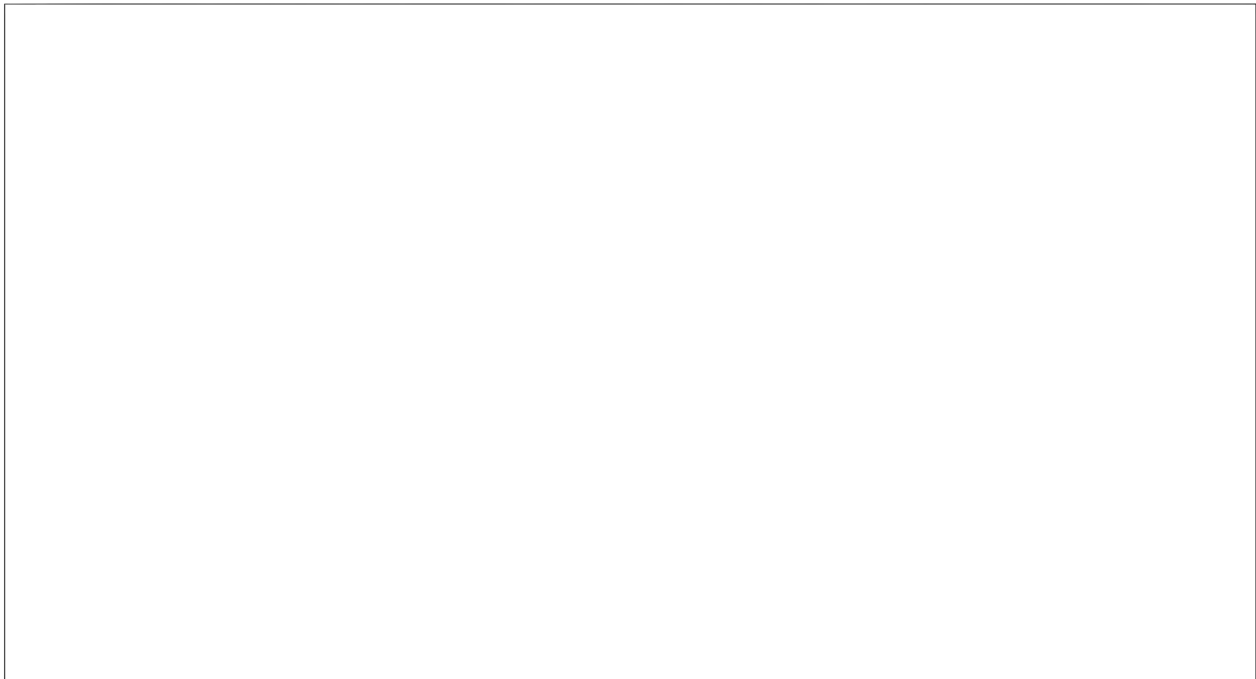
- The Agency generally does not permit reference to an intelligence liaison or cooperation with a specific country or service. The Agency may permit a general reference to an intelligence liaison or cooperation with a specific country or service in the context of the War on Terror.

OPEN-SOURCE CITATIONS

- When otherwise classified information is also available independently in open sources and can be cited by the author, the PRB will consider the fact in making its determination on whether that information may be referenced. The Agency retains the right to disallow open-source information or citations where, because of the author's Agency affiliation, the reference might confirm the classified content. Authors are encouraged to provide as much sourcing as possible.

ORGANIZATIONAL GUIDELINES

- The Agency permits organizational designations at, and above, the level equivalent to NSC division, a DS group, a DI office, and a DS&T office. The Agency does permit organizational designations below this level if the names are very general and depicted in lower case letters, such as "logistics branch," "China Branch," or "terrorism unit" or if the name is declassified or otherwise officially acknowledged. Generally, reviews also consider previous PRB approvals.

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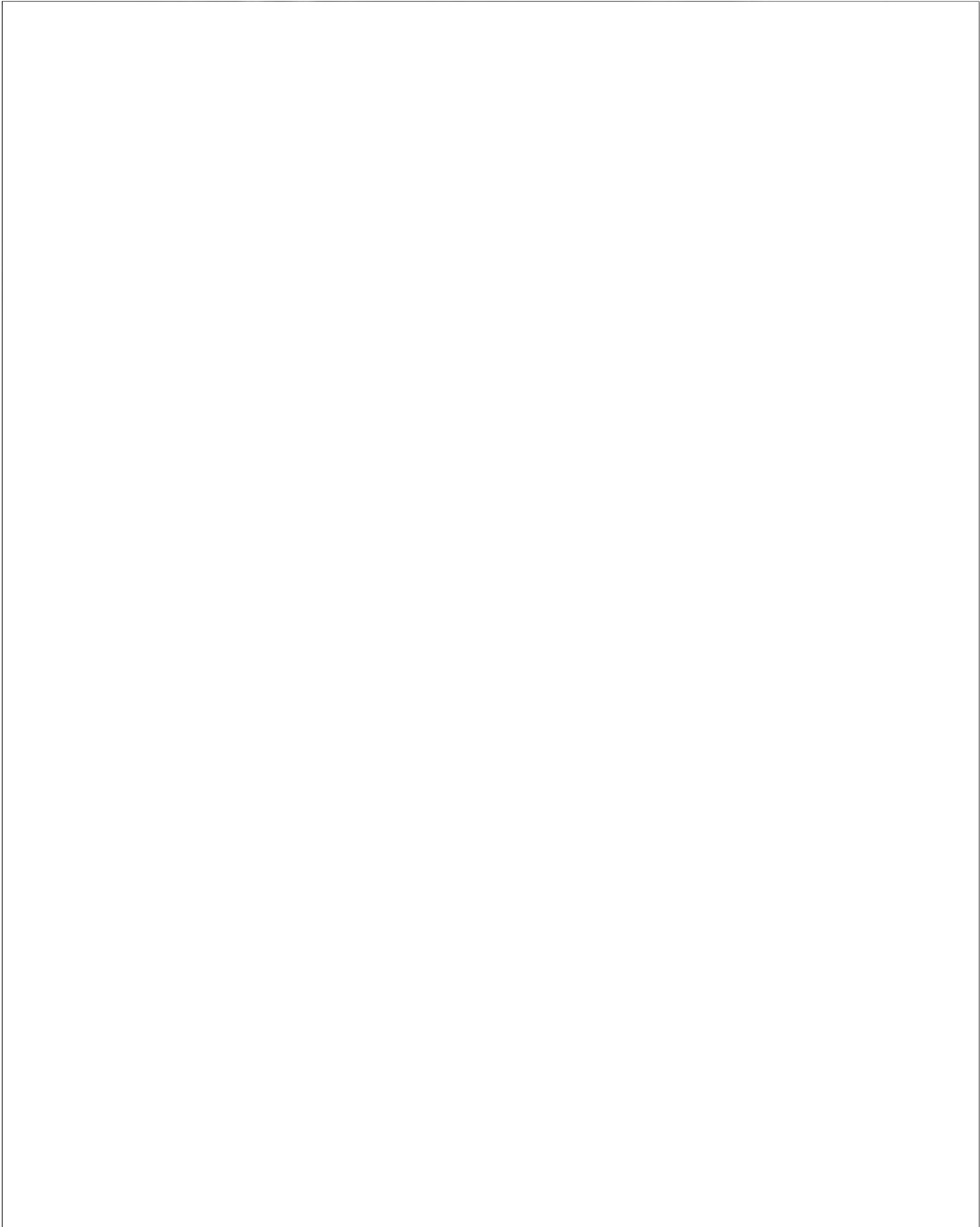
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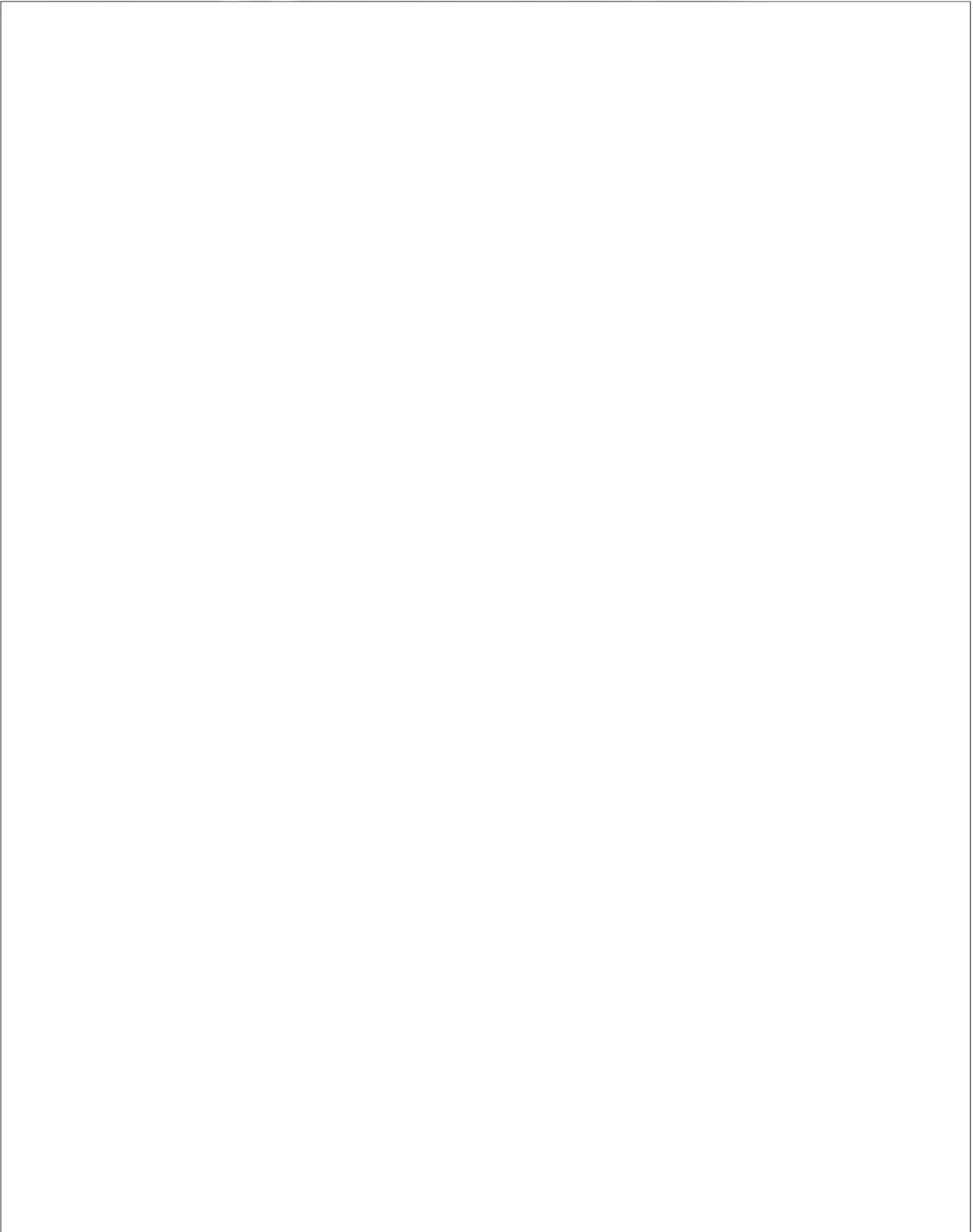


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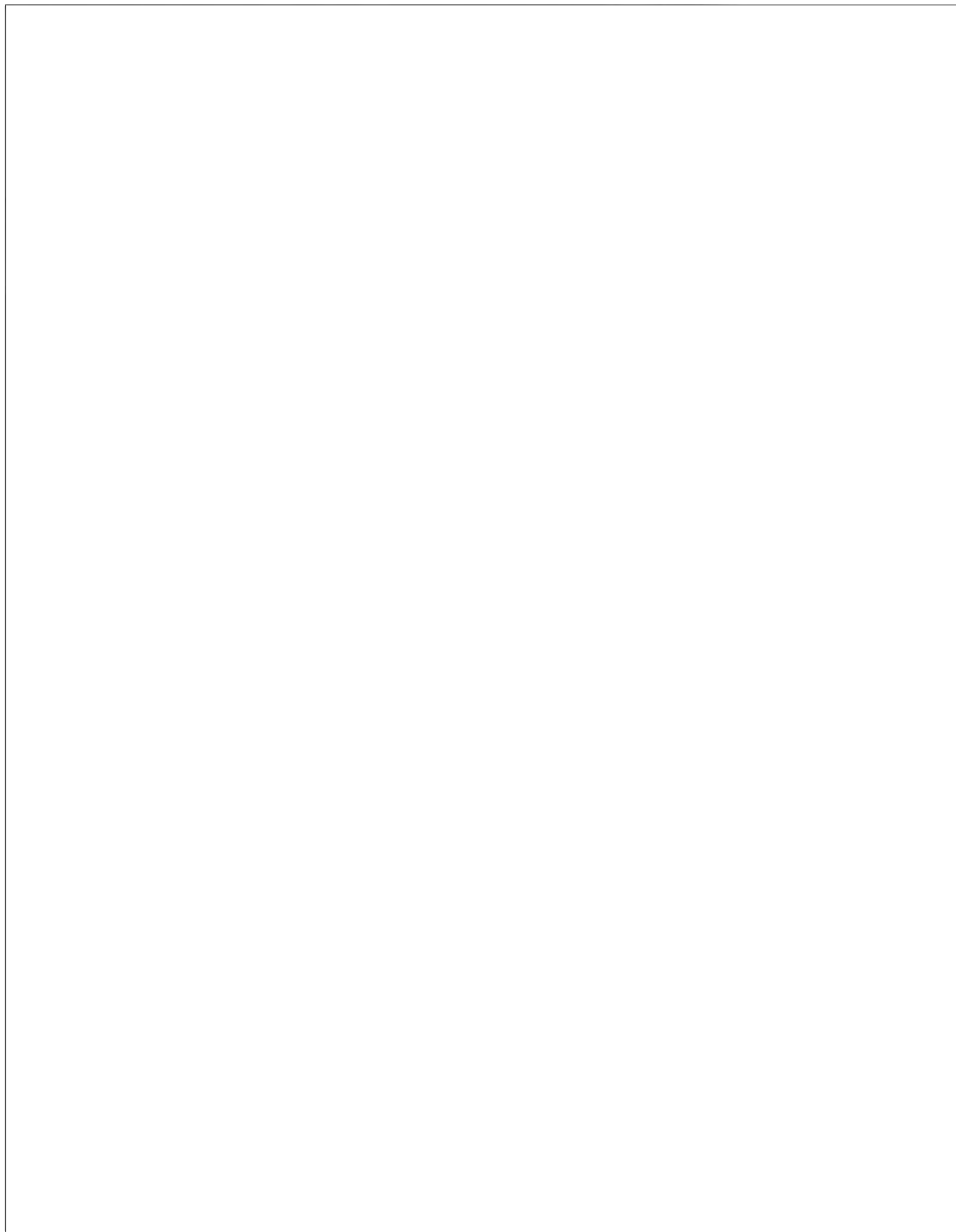
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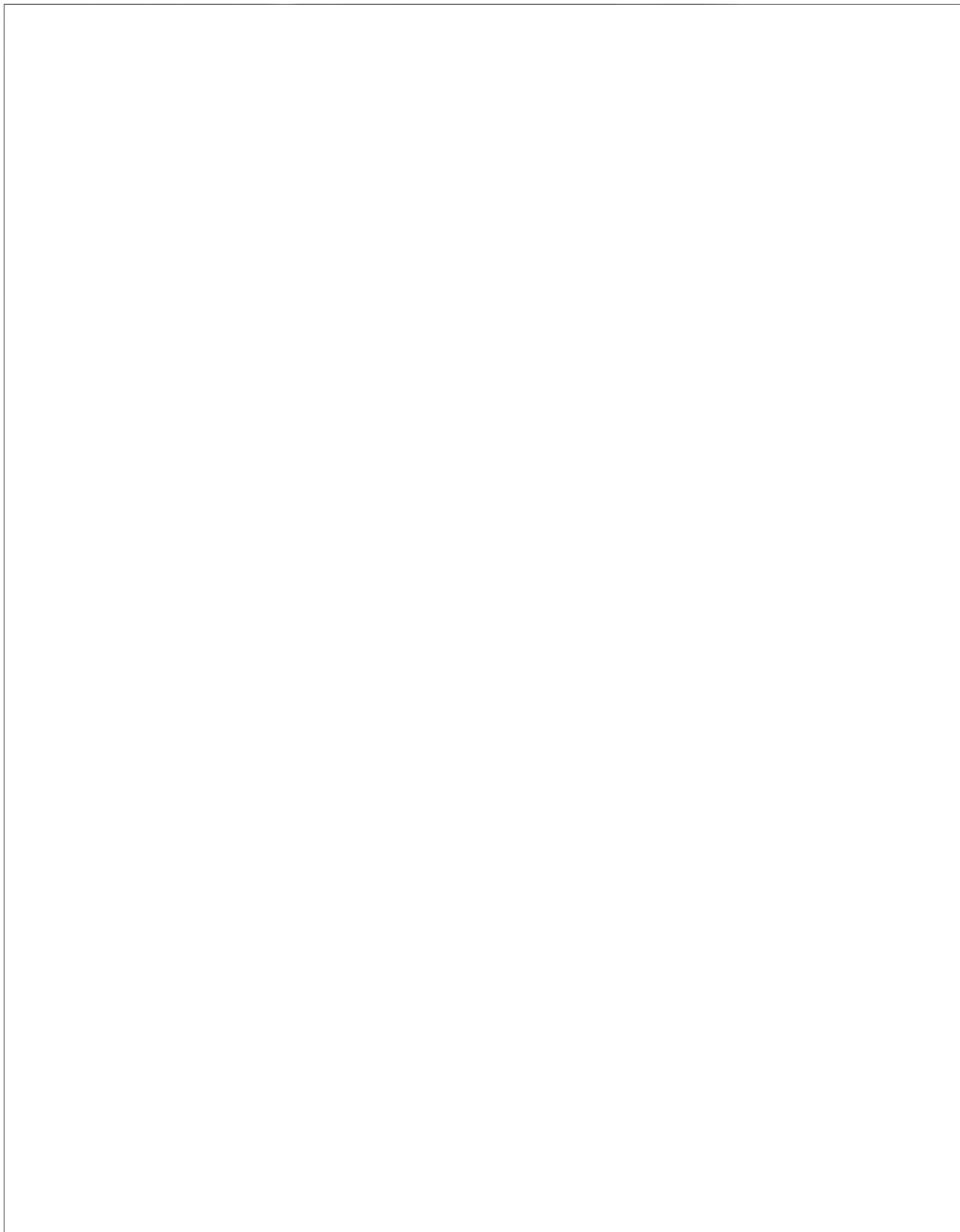


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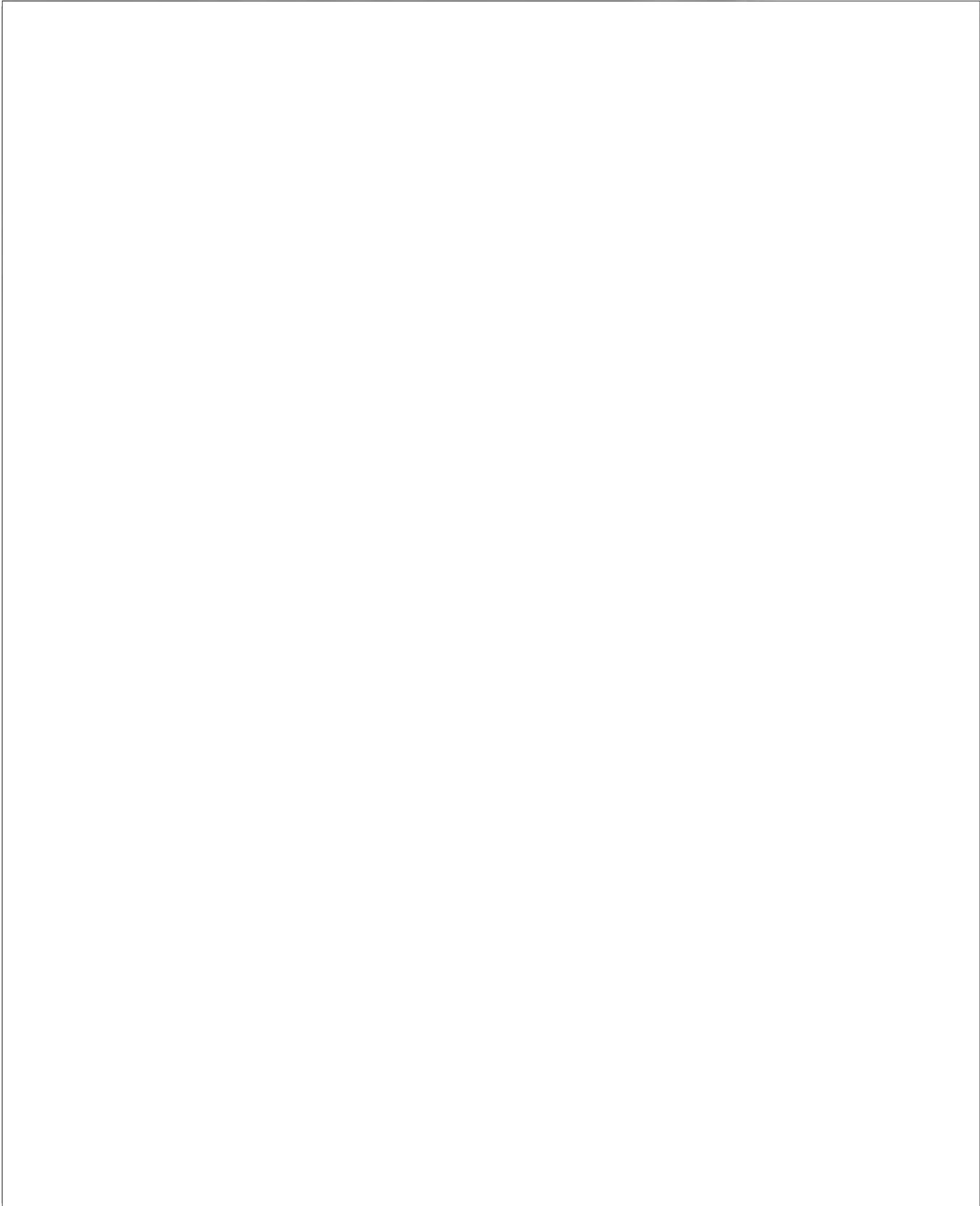


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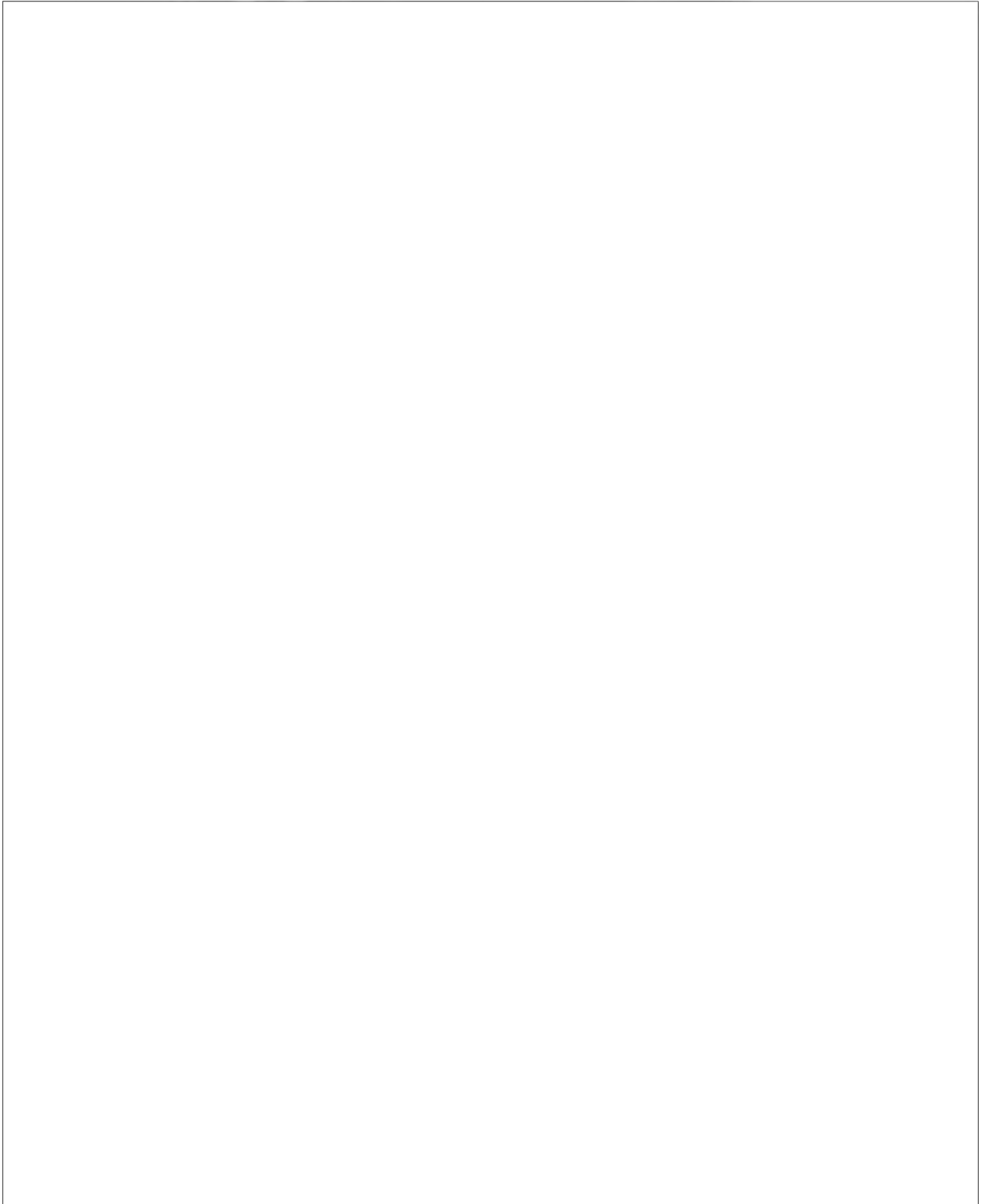
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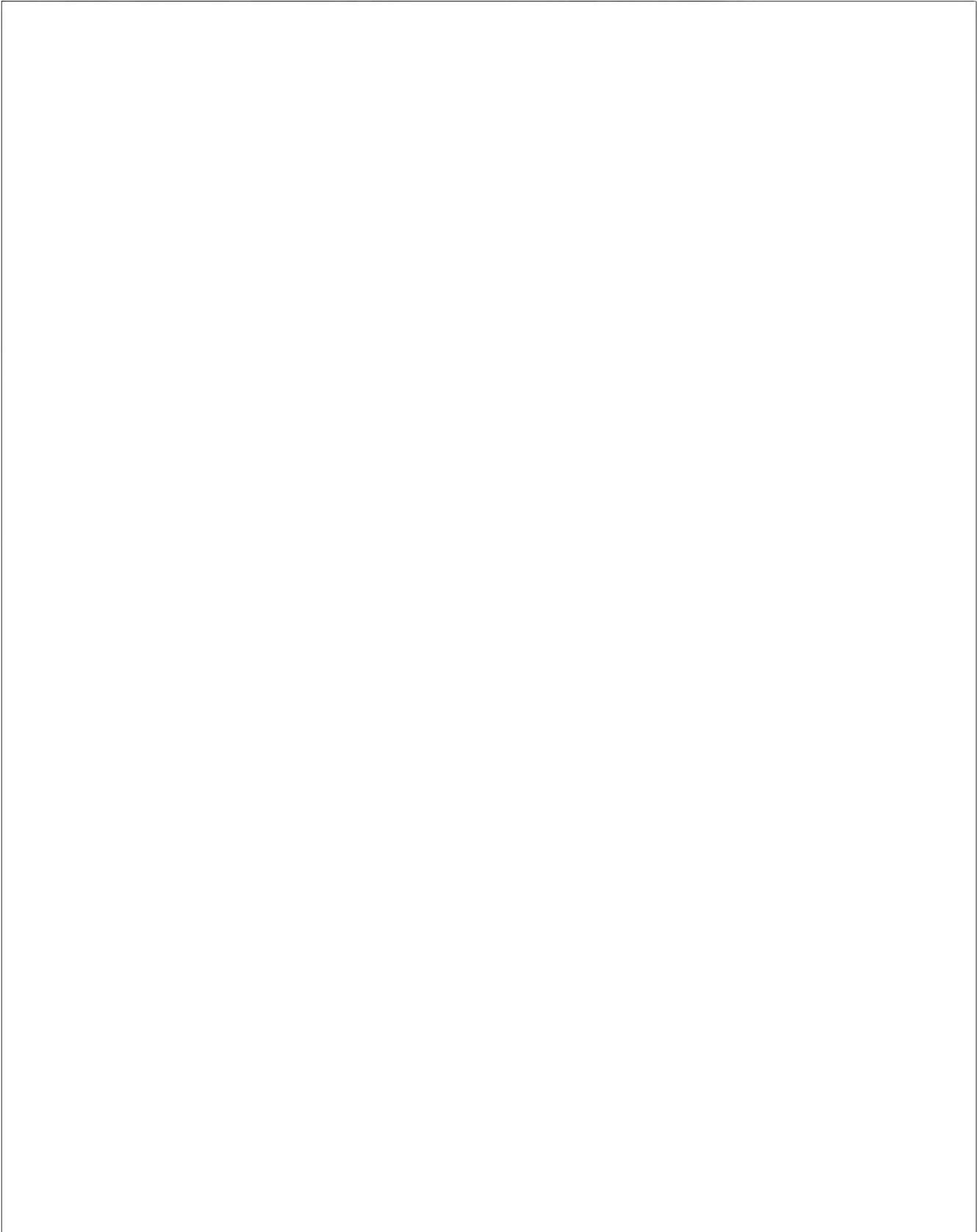
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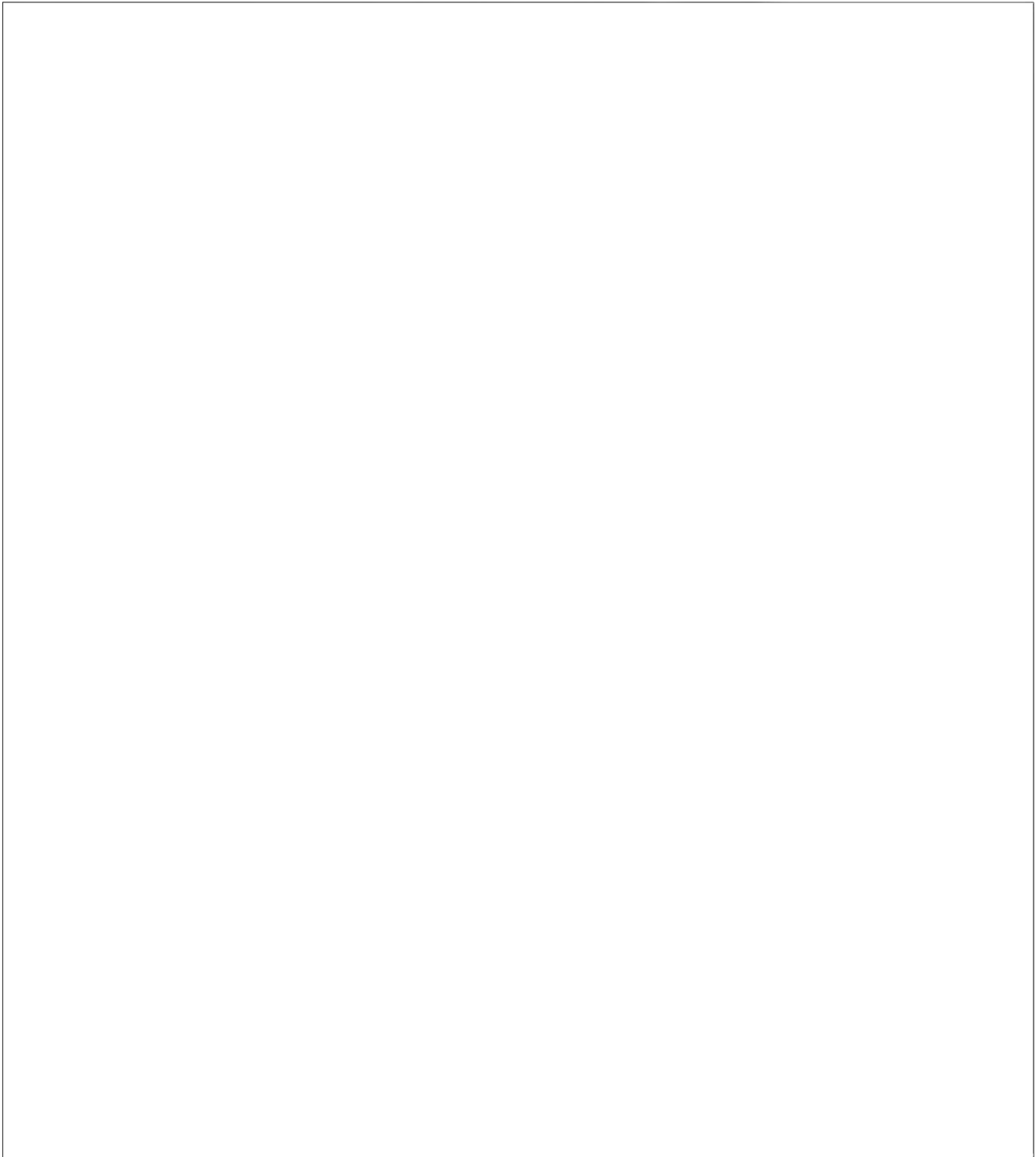


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RESEARCH TOOLS / RESOURCES

The following lists are by no means exhaustive, but provide a starting point for research and resources.

(S) CWE2 RESOURCES

(b)(3) CIAAct

ANTE Up

This program will transfer your unclassified AIN emails to your CWE Lotus Notes or iCE Outlook. Send a Lotus Note or outlook message to and tell them that you need ANTE Up because you communicate a lot with the public over the AIN for your job.

Agency Release Panel (ARP)

Use this LN database to conduct a comprehensive search of FRUS, Congressional testimony and reports, and officially released names. Search by KEYWORD. The 25 Year Handbook is also available under Policy/Guidelines & Reference

CADRE

(b)(3) CIAAct

Repository for all docs released through FOIA, PA, EO, and 25 year program. Does not include most docs released in litigation or old docs released in early years of Agency. Send note to for search access.

(b)(3) NatSecAct

Center for the Studies of Intelligence (CSI)

(b)(3) NatSecAct

Unclassified articles can be used in discussions with other reviewers.

(b)(3) NatSecAct

CI-Online

Available as either a LN database on AGDES01 or through:

Unclassified articles can be used in discussions with other reviewers.

(b)(3) NatSecAct

CIRAS

(b)(3) CIAAct

Complete an AADS request to get access. Not Used.

CIO/IMS ☐ Conference Room Schedule

(b)(3) CIAAct

Use the IMS website to locate.

Check here to see if or any other IP conference room is available. Contact the administrative assistant to request a reservation.

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CI-TV Episodes

[redacted]

These are interesting and so helpful! We produced a number of television shows with The History Channel. Lots of Cold War stories. You can use these in discussions with other reviewers.

Form 879

This is the form CURRENT employees need to fill out in order to publish nonofficial publications (except for resumes). You will send it to authors (a lot). The portal is here:

[redacted]

(b)(3) NatSecAct

Hypersnap

Add this under Control Panel, Add Programs

Use this to capture screen shots of pages in PDF files and manipulate (highlight and/or delete) them. (We are supposed to be getting Adobe Acrobat Professional 7, so we won't have to rely on hypersnap as much.)

Media Highlights

The search tool here is not great, but usually MH articles will show up in a regular Google search.

Office of Public Affairs (OPA)

Use this to search the full text of speeches and press reports. Also available:

[redacted]

(b)(3) NatSecAct

PRB Base (access db)

This is where we keep track of author submissions, including title, date submitted, whether they are current or former, overt or covert, etc. [redacted]

[redacted] You can find this in the PPRD folder.. [redacted]

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NatSecAct

(b)(3) NatSecAct You will need to install MS Access for this tool.

(b)(3) NatSecAct

PRB LN Database

Electronic correspondence on cases is kept here, [redacted]

Reviewer's Handbook

This is the handbook for the 25-year declassification program. It is a great guide for what NatSecAct can be released but it is a little outdated. [redacted]

(This is available in the ARP LN database, in CADRE, in the CDC share drive, and in hard copy here in the office).

SARS

This is the old PRB research database (LN database). It has lots of useful decisions about past cases.

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INTERNET AIN RESOURCES

AIN Account

Per Office of Security, you must also take the Internet security course at Then you can request an AIN account through the AIN Accounts database on LN.

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Amazon

<http://www.amazon.com> Quick way to see if a book is still in print.

CIA Library

Look here for electronic books, hardcopy books not available in the PRB library, and any other electronic database. Contact the library at for assistance.

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Collections of Declassified Documents

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GulfLINK <http://www.gulflink.osd.mil/search.jsp>. Documents released by DOD from Desert Shield and Desert Storm. Some CIA and other agency documents also.

Federation of American Scientists <http://www.fas.org>. A collection of declassified government documents on various topics, including intelligence.

NARA's index to JFK Act records <http://www.archives.gov/research/jfk/>

Assassination Archives and Records Center <http://www.aarclibrary.org/publib.htm> contains 35,000 pages of declassified records related to JFK Act.

Global Security.org <http://www.globalsecurity.org> has some declassified records and various other government reports.

Congressional and CIA Reports on 9/11 and WMD

Report of the Select Committee on Intelligence on Postwar Findings about Iraq's WMD Programs and Links to Terrorism and How They Compare with Prewar Assessments <http://intelligence.senate.gov/phaseiiaccuracy.pdf>

Report of the Select Committee on Intelligence on the Use by the Intelligence Community of Information Provided by the Iraqi National Congress <http://intelligence.senate.gov/phaseiiinc.pdf>

The 9/11 Commission Report <http://www.9-11commission.gov/report/911Report.pdf>

The Commission on the Intelligence Capabilities of the United States Regarding Weapons of Mass Destruction, AKA the Silberman Robb Report http://www.wmd.gov/report/wmd_report.pdf

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Report of the Select Committee on Intelligence on the U.S. Intelligence Community's Prewar Intelligence Assessments on Iraq <http://intelligence.senate.gov/108301.pdf>

The CIA's report "Iraq's Weapons of Mass Destruction Programs" https://www.cia.gov/library/reports/general-reports-1/iraq_wmd/Iraq_Oct_2002.htm

Comprehensive Report of the CIA's Special Advisor to the DCI on Iraq's WMD https://www.cia.gov/library/reports/general-reports-1/iraq_wmd_2004/index.html

Report of an Inquiry into the Alternative Analysis of the Issue of an Iraq-al Qaeda Relationship http://www.globalsecurity.org/intell/library/congress/2004_rpt/102104inquiryreport.pdf

Google Books

www.books.google.com. Many books that are not protected by copyright, including government publications, have been scanned to Google Books and can be viewed in full-text PDF. Other books that are still under copyright are searchable, but you can only view a few small clips.

Nexus

Go to OSC Website and create a username and password. You can use Nexus to find newspaper articles, congressional testimony, court cases, laws, and more.

Proquest

Go to CIA Library and select Proquest from the list of E-resources in the far right column. This tool searches all newspapers and magazines Proquest subscribes to. A handy reference to find out what has been said in the open press.

Proquest Digital National Security Archive

This is the digital collection of officially released government documents compiled by the National Security Archive. Go to CIA Library and select Proquest Digital National Security Archive from the list of E-resources in the far right column. You can also access the database directly through the National Security Archive's Webpage at www.gwu.edu, but it will ask you to enter your email address and a password, so it is better to go through the library. Contact the CIA Library if you have any trouble.

RECOMMENDED READING LIST

Bearden, Milt	<i>The Main Enemy</i>
Bernsten, Gary	<i>Jawbreaker</i>
Crile, George	<i>Charlie Wilson's War</i>
Mendez, Antonio	<i>Master of Disguise</i>
Moran, Lindsay	<i>Blowing my Cover</i>

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Tenet, George	<i>At the Center of the Storm</i>
Waters, Thomas	<i>Class 11</i>
Gary Schroen	<i>First In</i>
Jose Rodriguez	<i>Hard Measures</i>
Henry Crumpton	<i>The Art of Intelligence</i>

For more recommended books see the History Staff's List:

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ALL-INCLUSIVE LETTER

File Location:

* See the above file for the most current wording.

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After composing the letter:

1. Submit in DRAFT form for Chairman's review
2. Print on Agency letterhead (use the stationary with the seal for the first page and the watermarked pages for the consecutive pages – this paper is located next to the printer)
3. Get Chairman's signature
4. Make two copies of the letter (one for the file and one for the chrono file)

MS with objections:

Print 1 copy of the pages with yellow highlights for the file

Print 2 copies of the pages with black highlights (one for the author and one for the file)

5. Sign and initial the bottom of the routing sheet on the outside of the folder
6. Give the case to the Admin Assistant to close.

Publications Review Board

Washington, D.C. 20505

(b)(3) CIAAct

[DATE]

(b)(3) CIAAct

(Mr., Ms., Dr.)

ADDRESS

ADDRESS

Dear (Mr., Ms., Dr.):

ACKNOWLEDGEMENT LETTER –

[Acknowledgement letter – intro paragraph] The Publications Review Board has received your [SUBMISSION] entitled “[TITLE].” We shall notify you of the Board's decision as soon as the review is complete.

[Acknowledgement letter 30 days or more] We make every effort to complete our review as quickly as possible. Reviews usually take thirty or fewer days, but may take longer if the issues the submission presents are complex or must be referred to other government entities.

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Should that be the case with "[TITLE]," we shall inform you of the delay and give you an approximate completion date.

Or

[Acknowledgement letter short deadline] We make every effort to complete our review as quickly as possible. This is especially true for "working authors" who may have an externally imposed deadline within a short period of time. That said, we cannot promise to meet unreasonably short deadlines to review and provide you with a decision as to the appropriateness for publication of your manuscript.

[Acknowledgement letter final paragraph] Until the Board makes a final determination on your manuscript and formally conveys that decision in writing, however, you do not have approval to publish (which includes showing it to editors, literary agents, publishers, reviewers, or anyone else).

Alternate ACKNOWLEDGEMENT LETTER WITH SHORT DEADLINE –

[Alternate Acknowledgement Letter with wording for short deadline request –paragraph 1] The Publications Review Board has received your manuscript entitled "[TITLE]" and your request for a quick response. When possible, we try to accommodate authors operating under short deadlines, but the law and relevant Agency regulations give the Board at least 30 days to review submissions.

[Alternate Acknowledgement Letter with wording for short deadline request –paragraph 2] As we would hope you understand, the Board must review your manuscript carefully to ensure that it does not disclose classified information. This care may mean that the Board cannot meet the deadline you are imposing. Please be assured that the review will proceed as expeditiously as possible consistent with the Board's responsibility to protect intelligence sources and methods.

[Alternate Acknowledgement Letter with wording for short deadline request –paragraph 3] In the event the Board is not able to meet your deadline, you still must comply with the obligation your secrecy agreement imposes to wait for PRB approval before publishing. Failure to wait for PRB approval may result in legal action against you.

[Alternate Acknowledgement Letter with wording for short deadline request –paragraph 4] The Board will let you know of its determination as soon as possible. Please call me at if you have any questions.

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INTERIM LETTER –

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[Interim letter paragraph 1] The Publications Review Board is continuing its work on your manuscript entitled "[TITLE]," but it is unlikely that the Board will complete its review within the usual thirty-day timeframe. We are making every effort to complete the review as soon as possible and will notify you immediately when it is done.

[Interim letter paragraph 2] I apologize for the delay and inconvenience.

APPROVAL LETTER –

[Approval – identify a version if applicable] The Publications Review Board has completed its review of your manuscript entitled "[TITLE]." The Board determined that it contains no classified information and has no security objection to its publication.

[Approval – added materials] If you add material to or change the text the Board has approved for publication, you must submit these additions or changes to us before giving them to your publisher or anyone else. In such a case, please mark or otherwise clearly indicate the new material so we can expedite our review. Additional material that must be submitted include, but is not limited to, photographs, photograph captions, illustrations, diagrams, tables, charts, or maps.

OBJECTION LETTER - CLASSIFICATION

[Objection] The Publications Review Board has completed its review of your manuscript entitled "[TITLE]." In accordance with the terms of your secrecy agreement, the Board has determined that the following information in your manuscript is inappropriate for disclosure in the public domain (i.e., is considered to be classified information) and must be revised or deleted prior to publication.

Page

Line

Delete

Line

[Objection] A copy of the edited page(s) is enclosed for your records.

[Objection] After making the changes the Board requires, you must resubmit the manuscript for final Agency review. In lieu of resubmitting the entire manuscript, you may return only the affected pages.

[Objection – added materials] If you add material to or change the text the Board has approved for publication, you must submit these additions or changes to us before giving them to

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your publisher or anyone else. In such a case, please mark or otherwise clearly indicate the new material so we can expedite our review. Additional material that must be submitted include, but is not limited to, photographs, photograph captions, illustrations, diagrams, tables, charts, or maps.

OBJECTION LETTER - APPROPRIATENESS

[Objection appropriateness – current staff/contractor] The Publications Review Board has completed its review of your manuscript entitled “[TITLE]” and denies permission for you to publish portions of the manuscript. These specific sections contain no classified information, but, based on standards for publishing by current employees and contractors, the Board finds that publication could:

[Choose appropriate reason(s) below]

- Reasonably be expected to impair the performance of your job duties
- Interfere with the authorized functions of the CIA
- Have an adverse effect on the foreign relations or security of the U.S.

[Objection appropriateness – current staff/contractor] It is the Board’s interpretation of those standards that current employees and contractors should not write, comment, or opine on matters that have a policy aspect to them because such comments have a negative effect on the Agency’s ability to serve policymakers. This negative effect can create an atmosphere of distrust between the agency and policymakers or between the Agency and other Intelligence Community members.

[Objection appropriateness – current staff/contractor– include *only* if the author would be able to revise/delete portions] A copy of your manuscript is attached with the portions highlighted that must be deleted or revised prior to publication. After making the changes the Board requires, you must resubmit the manuscript for final Agency review. Once we have completed this additional review, we will then provide you a formal approval to publish this particular version of your manuscript.

[Include on all objections / provisional approvals for current staff/contractors -- classification/appropriateness if manuscript is nonofficial] Once the Board reviews the final changes and a decision to approve the manuscript is made, the Board will provide it provisional approval (from a classification and appropriateness standpoint). You may not publish until you have received final approval of your Outside Activity Form 879 from the Security Center’s

They may be contacted at
or with questions.

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GALLEYS -

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[Galleys] This letter is to formally acknowledge the receipt, on [DATE], of your galley proofs for your manuscript entitled "[TITLE]".

[Galleys, include if shared with publisher prior to final review] As we have stated in earlier correspondence, the Publications Review Board reviews galley proofs on a high priority basis because, at the galley stage of the process, we know that authors and publishers have limited flexibility with deadlines, and it is especially important to ensure the manuscripts do not inadvertently include classified information. We recognize the time pressures that are inherent in the publishing process. However, these time pressures do not excuse the obligations of former CIA employees and individuals who sign secrecy agreements to protect classified information from disclosure. We are disappointed that you proceeded to share certain portions of your manuscript with your publisher before the Publications Review Board approved them for publication. Our review of your galley proofs should not be seen as waiving the ability of the Agency to address this matter with you at a subsequent time.

[Galleys, Include for substantial changes in final review – no classified information] During our review, we identified the following substantive (not merely editorial, grammatical, or otherwise insignificant) changes to the text that the Board had previously reviewed. The Board has reviewed these changes and has determined that the changed material does not include classified information. Therefore, the Board has approved the changes identified immediately below for publication:

[Galleys, Include for substantial changes in final review – classified information] During our review, we identified the following substantial changes to the text the Board had previously reviewed and new information not previously reviewed by the Board. The Board has reviewed these changes, identified the new material immediately below, and has determined that they cannot be approved for publication because they contain information that is currently and properly classified information, the disclosure of which could reasonably be expected to cause harm to national security, and therefore, must be deleted prior to publication. In some instances, we have included proposed alternative language that would make the referenced text unclassified. Provided that you make the deletions and/or additions to the text on the pages noted below, the Board will approve the following pages for publication:

[Galleys - Include for additions/deletions in final review which change context and must be amended] The Board had previously issued conditional approval for you to publish the chapters listed below, pending our confirmation that you made certain deletions and/or additions to the text that the Board had provided to you in its letter of [DATE]. During our review of the galley proofs, we have identified additional deletions and/or additions to the text of these chapters (as indicated immediately below) that must be made due to context before the Board can approve them for publication:

[Galleys – review of the complete picture now requires some changes] Our review of the galley proofs has provided us with a more complete picture and additional context than what the Board had had when it previously approved the chapters listed below as they had been written. As a result of our review of the galley proofs, we have identified some technical changes (as

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indicated directly below) that need to be made to some pages in the chapters that the Board had previously approved for publication as written.

[Galleys, As appropriate] Enclosed is a copy of the most recent version of certain sections of your manuscript provided to the Board for review. Within this copy we have clearly indicated: (1) the text that must be deleted from your original version (such text is blacked out on the pages listed) because the information is considered to be classified and must be removed before publication and (2) the text that is formally approved for publication (including additional, substitute text, printed in red, that has been mutually agreed upon and approved).

[Galleys need for final review] After making the required deletions to your original version of the manuscript, we ask that your forward to us copies of the modified pages so that we can ensure that all classified information has been removed from the text. Although we understand that you plan to publish the approved manuscript immediately, and that timing is critical, we do require a final review of galley proofs so that the Board can verify that the published version is the approved version. Your responsibility as the author is to ensure that the publisher releases only the Board approved version. We will work promptly to complete this final review of the galley proofs. The Board gives galley reviews high priority because it knows that authors and publishers have firm deadlines.

ENDING/SIGNATURE -

[Include for books: Galleys] You must submit the galley proofs of the final manuscript as it will appear in book form so the Board can verify that the published version is the approved version. Your responsibility as the author is to ensure that the publisher publishes only the Board-approved version. Since this final review may take up to thirty days, please ensure that the publishing schedule permits adequate time for the Board to complete its work. The Board gives galley reviews high priority because it knows that authors and publishers have firm deadlines.

[Include on most books/long manuscripts – should have a reason why it should not be used] The Board asks that you include the following disclaimer in your book:

All statements of fact, opinion, or analysis expressed are those of the author and do not reflect the official positions or views of the CIA or any other U.S. Government agency. Nothing in the contents should be construed as asserting or implying U.S. Government authentication of information or Agency endorsement of the author's views. This material has been reviewed by the CIA to prevent the disclosure of classified information.

[Appeal, always include on objections] As you are aware, if you disagree with the Board's determination, you may ask the Board in writing and within 30 days of the initial determination, to reconsider. Include any and all information or explanation of the facts that you believe the Board should know. You may include citations or copies of similar references that

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show this information to have been previously released and already in the public domain. Although mere listing of published citations may not necessarily be sufficient to change the Board's decision. If the Board upholds its initial decision, you may then formally appeal the Board's reconsideration decision. Such appeals go to the Agency's Associate Deputy Director for a final Agency decision. If you wish to appeal, you must do so within 30 days of the Board's reconsideration decision. The appeal must be in writing and must be sent to the Board's Chairman. Appeal documentation must include the material intended for publication and any supporting material you would like the Associate Deputy Director to consider.

[Include when manuscript contains classified] [Destruction of Classified Information] Because the latest version of your manuscript, as well as earlier versions of your manuscript, contain classified information, we require that you properly dispose of all copies of the classified information contained in your manuscript. Hard copy material and portable media (e.g., USB drives, CD/DVD, memory cards, etc.) containing the classified information must be returned to a facility with USG approved destruction capability or sent to us for destruction. All electronic copies of the material must be deleted from files stored on your hard drive, in the cloud (e.g., Dropbox, Google Drive, etc.), and any backup or remote storage location. Ensure material is deleted from all files, including those in the "Recycle Bin", "Deleted", and "Trash" folders. **Authors located outside the United States must contact the PRB for direction.**

Detailed Instruction to be Provided if Requested by Author:

PRB requires that you properly destroy all copies of the classified information contained in your manuscript.

Authors located outside the United States: Contact the PRB for direction.

Authors located within the United States:

- 1) Authors with authorized access to a secure Agency facility should return hard-copy material and portable electronic media (e.g., USB drives, magnetic or optical disks, memory cards, etc.) to that facility for secure destruction.
- 2) If access to an Agency facility is not available, authors with access to another secure USG or USG contractor facility may, with permission of the facility's Cognizant Security Authority (CSA), utilize a shredder listed in the "NSA/CSS Evaluated Products List for High Security Crosscut Paper Shredders" located at that facility and may dispose of portable electronic media in a manner approved by the facility CSA for destruction of classified media.
- 3) In cases where options 1 and 2 are not available, authors will:
 - a) Send the material via United States Postal Service REGISTERED MAIL to the PRB at:

CIA Publications Review Board

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(b)(3) CIAAct

Washington, DC 20505

OR

- b) Use an overnight delivery service such as Federal Express or UPS, with material addressed to:




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When utilizing option 3) a) or b), author must double-wrap the material in opaque inner and outer wrappings. The inner wrapping will be a sealed envelope or other wrapper plainly marked with the word "SENSITIVE" and addressed to the PRB as indicated below. The outer wrapping/envelope will also be sealed and addressed but without any indication that the content is sensitive or classified.

- 4) The classified material in electronic files on a hard drive or other storage mechanism must also be destroyed.
- a) Make changes as directed by PRB
 - b) Save the now unclassified version as a new file
 - c) Delete all instances of the classified material from files stored on your hard drive, or in the cloud (e.g., Dropbox, Google Drive, etc.), and all backup and remote storage locations. Ensure material is deleted from all files, including those in the "Recycle Bin", "Deleted", and "Trash" folders.

[Include for books] The Board is always pleased to purchase a copy of books published by former Agency employees. Please let us know when [TITLE] is commercially available so we can add a copy to the Board's research library.

[Include for acknowledgement/interim letters] The Board appreciates your cooperation with prepublication review.

[Always include the following] Please do not hesitate to contact the Publications Review Board at  if you have any questions or if we can be of further assistance.


Sincerely,

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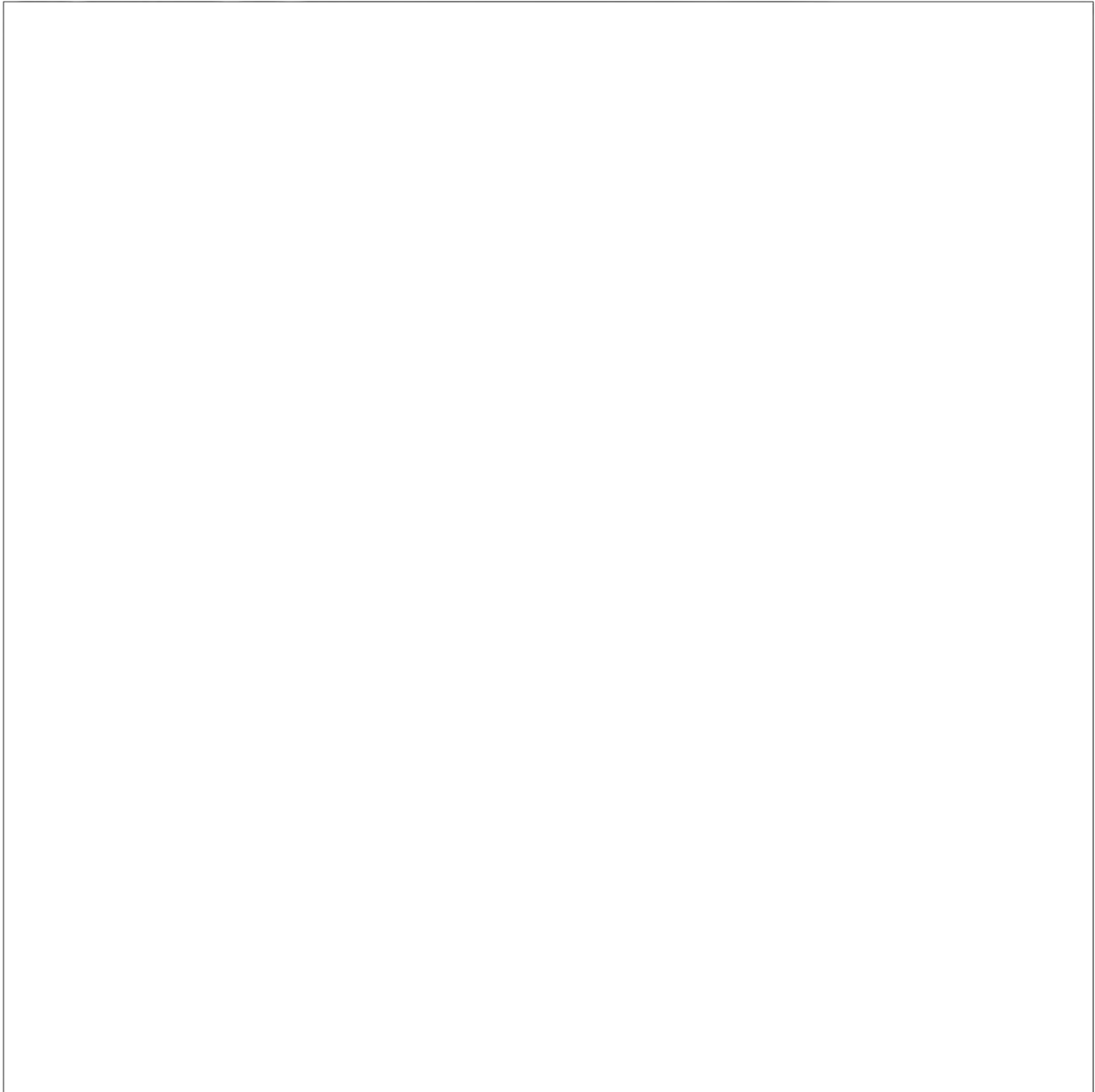

Chairman, Publications Review Board

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Example letter is on the following page:

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TRAINING

❖ *CADRE Query Class*

4 hours: This course provides an in-depth explanation of the search capabilities in CADRE, with a focus on document retrieval. As a result of this course, students will become more proficient in devising search strategies, constructing searches using search operators and multiple search criteria, and interpreting the reported results.

Specific topics covered include the impact of document indexing and text content on query results, query operators, wildcard characters, reserved words, special characters, use of multiple operators in search terms, formatting and manipulating hit lists, and printing documents and hit lists.

❖ *OSC Smart Research – Partnering with CIA Library*

This one-day course introduces employees to the critical role the Library plays in the open source research process. Through a series of hands-on exercises, participants will develop an understanding of the information environment in which the Library operates. Upon completion of the course, participants will have gained experience in crafting strategies to incorporate valuable Library information resources and services into their individual research methodology. This course is designed to encourage the formation of enduring research partnerships with Library customers.

❖ *OSC Library Resources and Research Techniques*

“Library Resources and Research Techniques” is a series of seminars which highlight the unique content of the Library’s electronic and print collection. These seminars also emphasize the role Library information resources play in a comprehensive open source research effort. The information resources presented at each seminar will vary with each session. However, all sessions will focus on how to leverage the content and search mechanisms of the selected information resources against open source intelligence gaps. Instruction will be given by the Library’s research librarians as well as by vendors of the featured commercial information resources.

❖ *History of CIA*

This course, taught by the CIA History Staff, consists of 10 two-and one-half hour lectures that cover the Agency's history in chronological and thematic survey form. A few guest speakers with special knowledge of some topics at hand will also give presentations. All of the sessions will be classified SECRET.

❖ *Fundamentals of FOIA*

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This course provides students with an overview of the fundamental requirements of the Freedom of Information Act. The course examines the judicially-enforceable right to access federal agency records provided by the statute, the nine exemptions and three exclusions available to federal agencies to protect information from disclosure, procedural issues associated with the processing of requests, and litigation considerations involving the statute. The course explores topics of special interest to the CIA, such as the Glomar response, the operational files exemption, and the CIA-specific statutes that protect CIA information from disclosure.

❖ *Fundamentals of the Privacy Act*

This course provides students with an overview of the “code of fair information practices” established by the Privacy Act of 1974. This course explores how the fundamental requirements of the Privacy Act attempt to balance the Government’s need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from the Government’s collection, maintenance, and dissemination of personal information about them.

❖ *IRR Updates*

This workshop is intended to provide information management and release professionals with a summary of recent legal developments affecting the CIA’s implementation of the requirements imposed by the Freedom of Information Act, the Privacy Act, and Executive Order 12958, as amended. This workshop will explore recent statutory and regulatory changes and case law affecting the CIA’s information practices.

❖ *Operational Files Exemption Workshop*

This workshop focuses on the provisions of the CIA Information Act of 1984 that authorize the DCI to designate certain operational files of the Directorates of Operations and Science and Technology and the Office of Security as exempt from the search, review, publication and disclosure provisions of the Freedom of Information Act. The workshop explores the statutory criteria for operational files, the designation process, and the effects of such designation.

❖ *CLASSIFICATION BASICS (UPDATES)*

This course provides a review of the changes to the Agency's classification derivatives as documented in Agency Handbook 70-9 (AHB 70-9), CIA National Security Classification Guide, effective 21 May 2006. This course will provide an on-line demonstration of how these changes are to be implemented in the AACG. A brief overview of classification basics is provided. Students will be given an opportunity to ask questions.

This class is very a very helpful refresher as the derivatives are the basis and reasons for our deletions.

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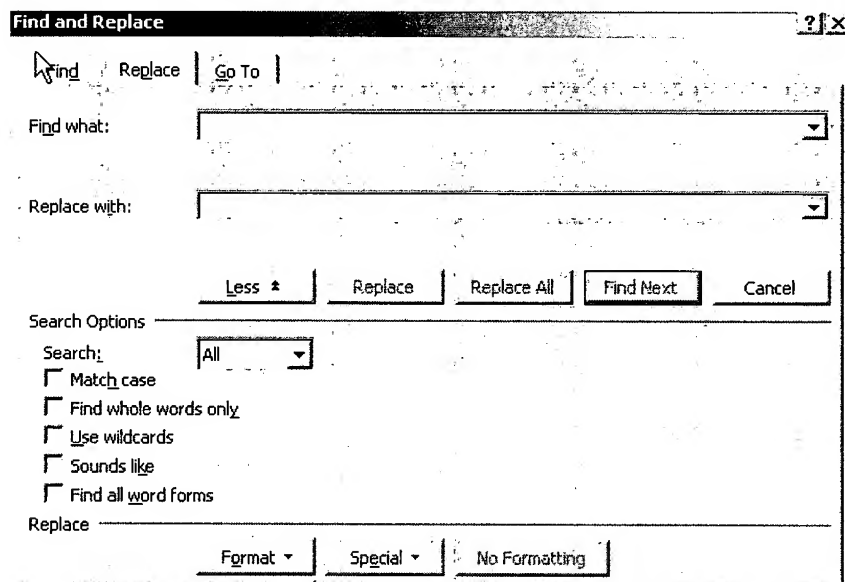
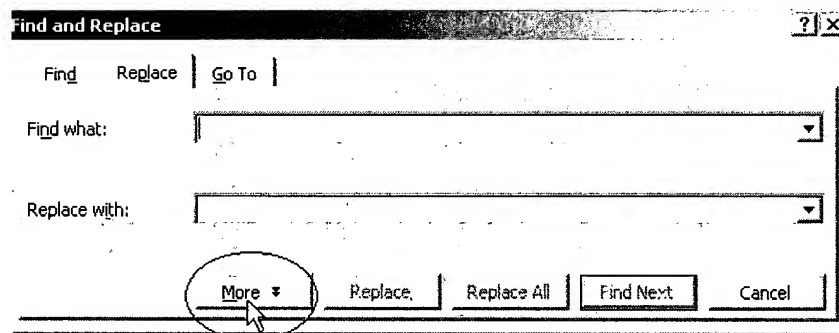
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MISCELLANEOUS HOW-TO'S

GLOBALLY CHANGING HIGHLIGHTED TEXT TO BLACKED-OUT TEXT

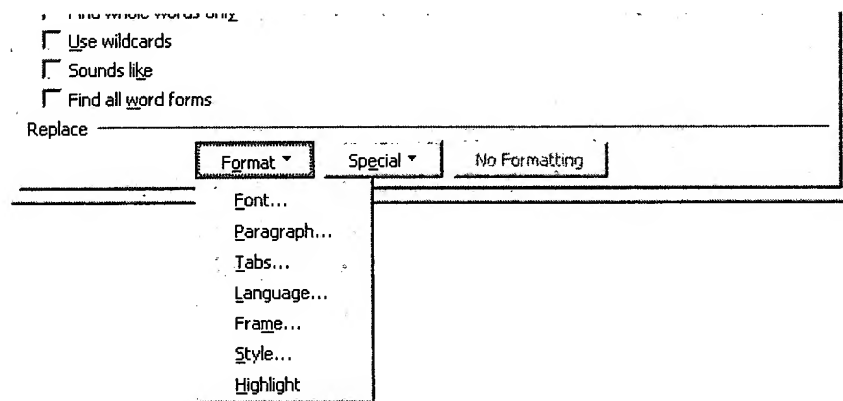
1. Highlight text to be blacked-out. Use any color (yellow, gray, pink) that will print as gray. Remove all highlighting that the author may have used.
2. Click on "Edit" on the Standard toolbar.
3. Select "Replace."
4. Place cursor in the "Find what" box.
5. Click on the "More" button on the bottom left of the dialog box to show additional options:

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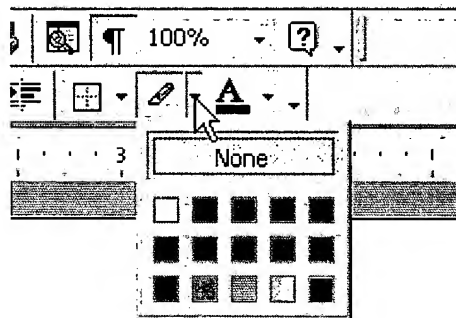
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All portions (U) unless marked otherwise.

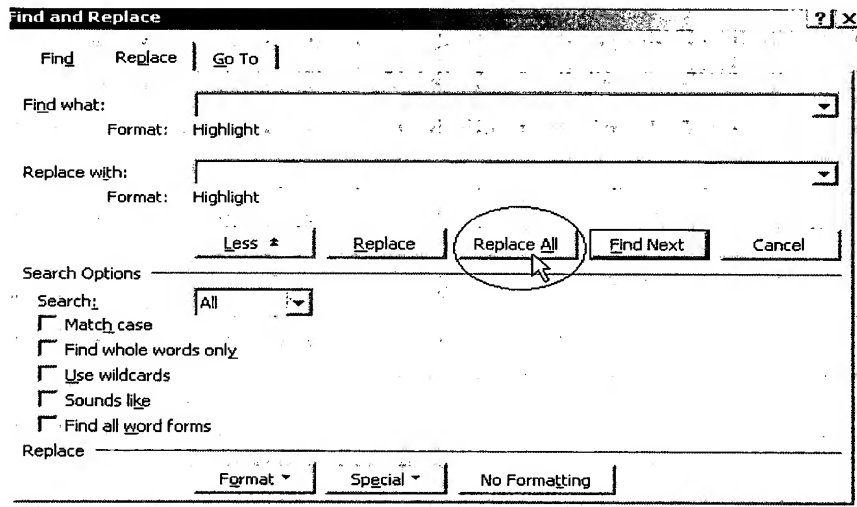
6. Click on "Format" at the bottom of the box and select "Highlight."



7. Place cursor in "Replace with" box.
8. Select "Highlight" under "Format," as above.
9. Go to the Formatting toolbar and click on the pull-down arrow on the highlight button. Click on the black button (bottom right corner).



10. Click on "Replace All."

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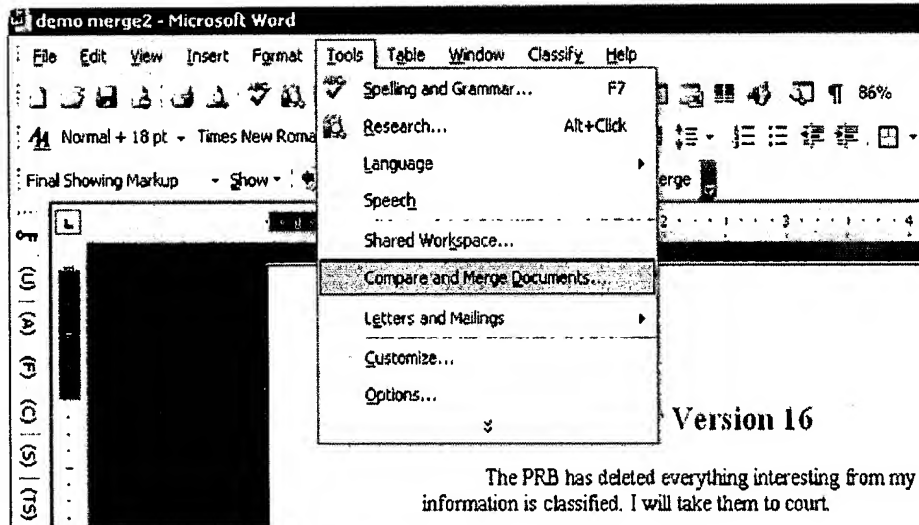
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All portions (U) unless marked otherwise.

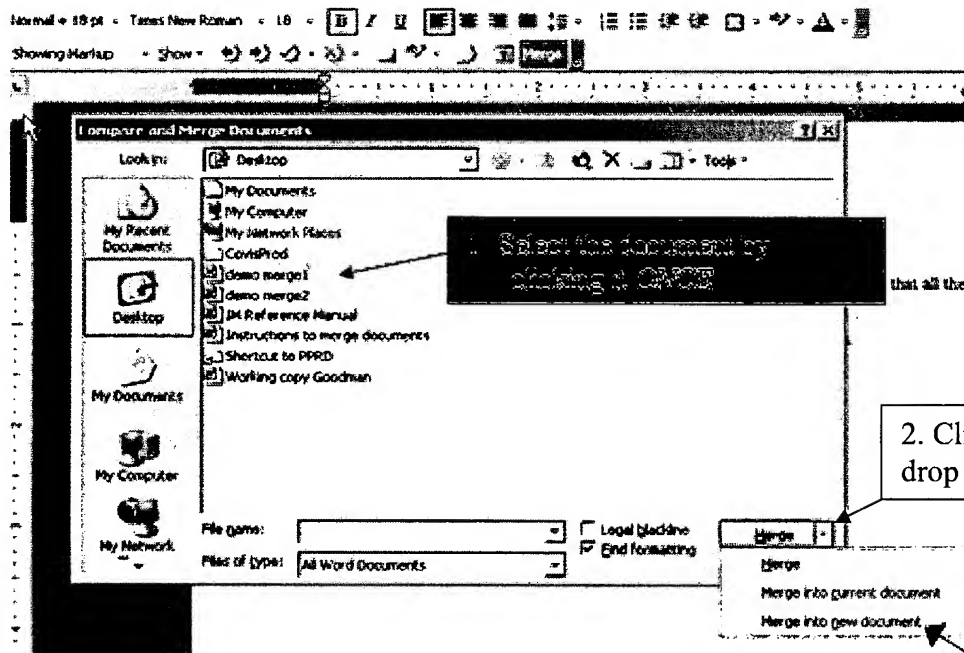
HOW TO MERGE WORD DOCUMENTS CREATING A NEW, THIRD DOCUMENT

1. Open the newest version of the manuscript.
2. On the **Tools** menu, click **Compare and Merge Documents**.

NOTE: The colors of the additions/deletions in the merged document are dependent on how many word documents are concurrently open.



3. Click **ONCE** on the document that you want to compare to the copy currently open.
4. Click the arrow next to **Merge** (see below image)

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All portions (U) unless marked otherwise.

5. To display the results in a new document, click **Merge into new document**. This is probably the best option to use so you don't accidentally save over one of the other versions.

USING COMMENTS IN DOCUMENTS

Add your comments directly into word documents when reviewing.

19 course which teaches one to become an operations
20 officer, and we were barred from para-military
21 training. . . And there was no parity in numbers. . . We
22 were seven women out of a total class of sixty-six(.).¶
23 ¶

Comment [b12]: This was in
Earley. Says the same phrase
almost exactly.¶

Each reviewer's comments will show in a different color in a single document.

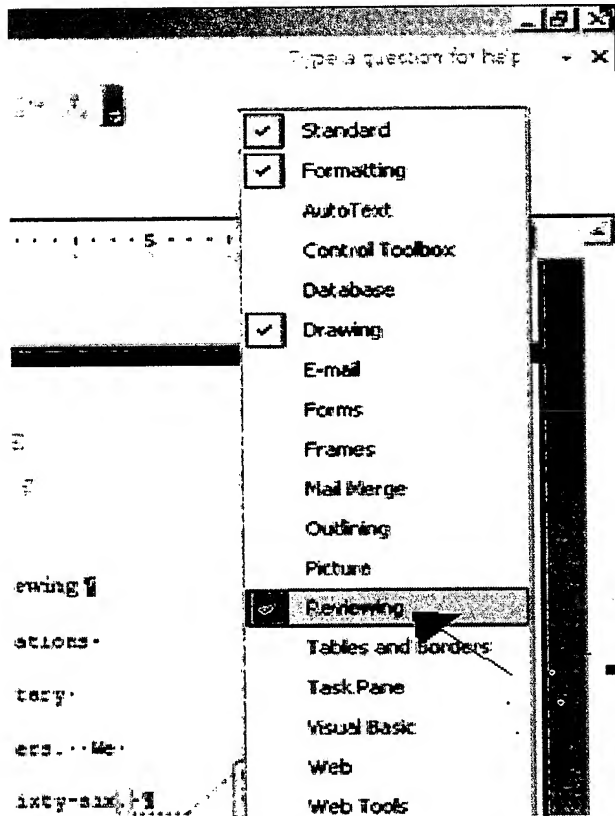
HOW TO ADD COMMENTS

1. Right Click on the toolbar and Click on "Reviewing" from the menu that appears

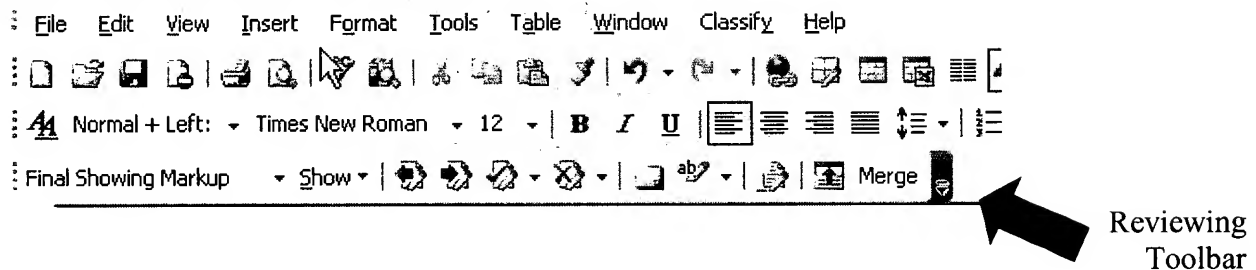
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All portions (U) unless marked otherwise.

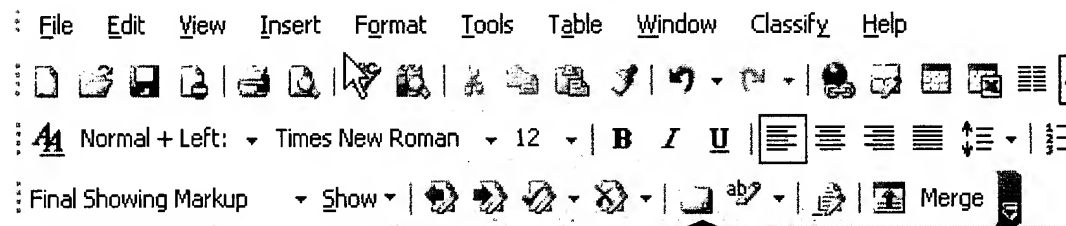


2. The reviewing toolbar will appear



3. *Select* the area of text (suggest using the period at the end of the sentence or the space directly after the word or phrase in question)

4. *Click* the folder button (shown by the blue arrow below) on the reviewing toolbar. This will insert the comment box to the right of the text.

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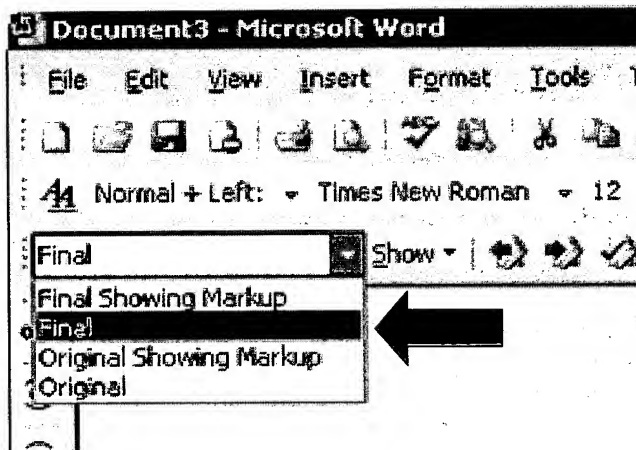
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All portions (U) unless marked otherwise.

5. Enter your text in the comment box.

HIDING COMMENTS

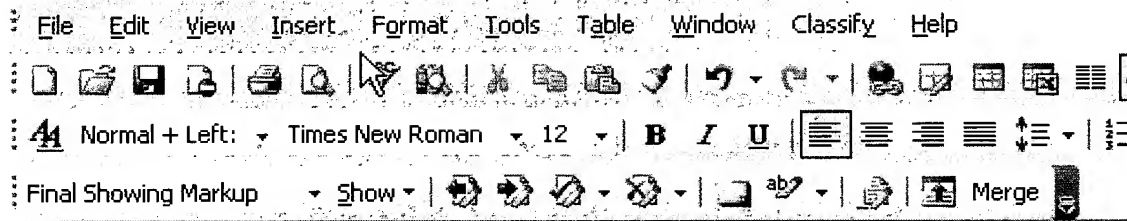
From the reviewing toolbar, select arrow next to the drop down box labeled “Final Showing Markup”. Select “Final”



This will not delete your comments; it simply hides them for printing. To show your comments, select “Final Showing Markup”.

DELETING COMMENTS


1. Select the comment box you would like to delete.
2. From the reviewing toolbar click on the icon with the x as shown below

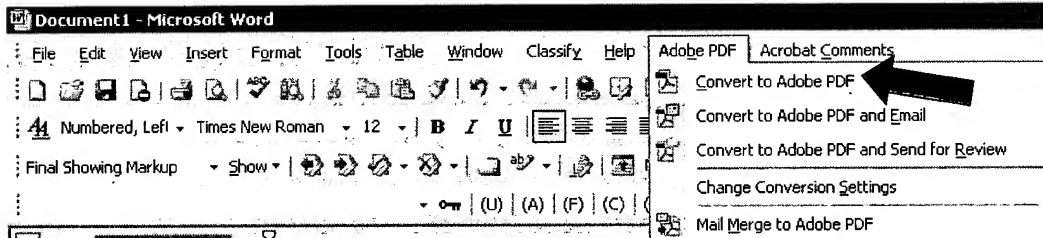
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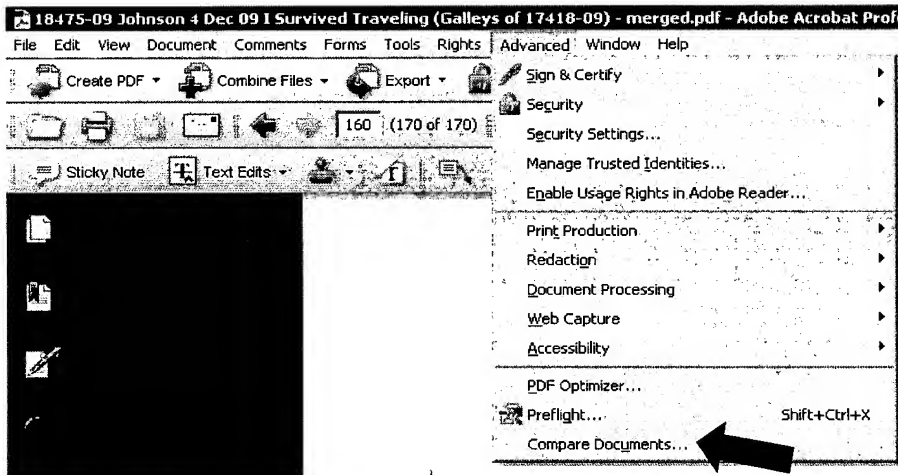
All portions (U) unless marked otherwise.

HOW-TO COMPARE A PDF AND A WORD DOC

1. Open the Word doc
2. Use either the Convert to PDF button on your toolbar  or go to Adobe PDF on the top toolbar and select Convert to Adobe PDF



3. Word will then ask you to save the doc...save it in the same folder with the same name (it will save as a .pdf)
4. Once the conversion is finished, in the Adobe file go to Advanced on your toolbar and select Compare Documents

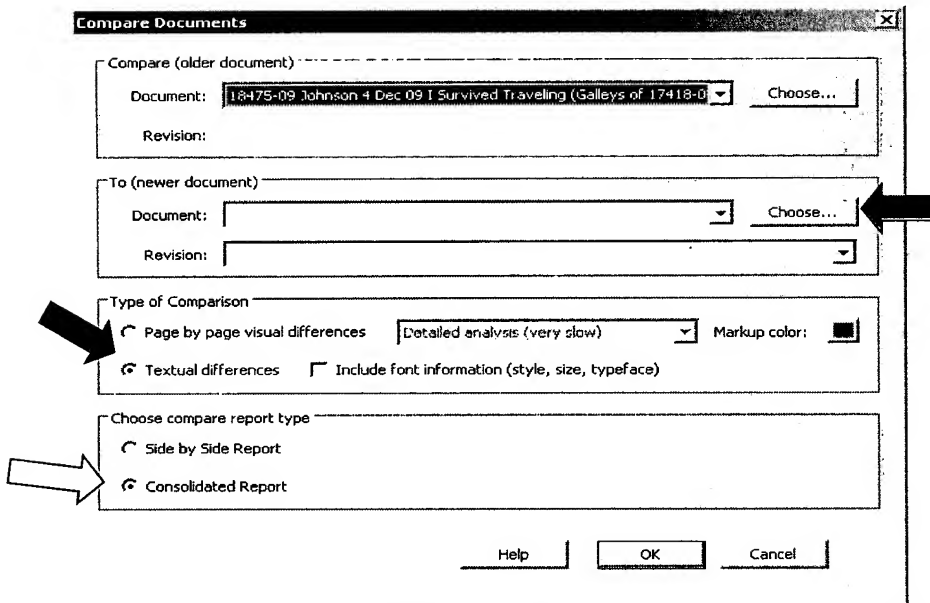


5. From the Compare documents box that opens, the older document will already be selected, select the newer document with the Choose button (red arrow)

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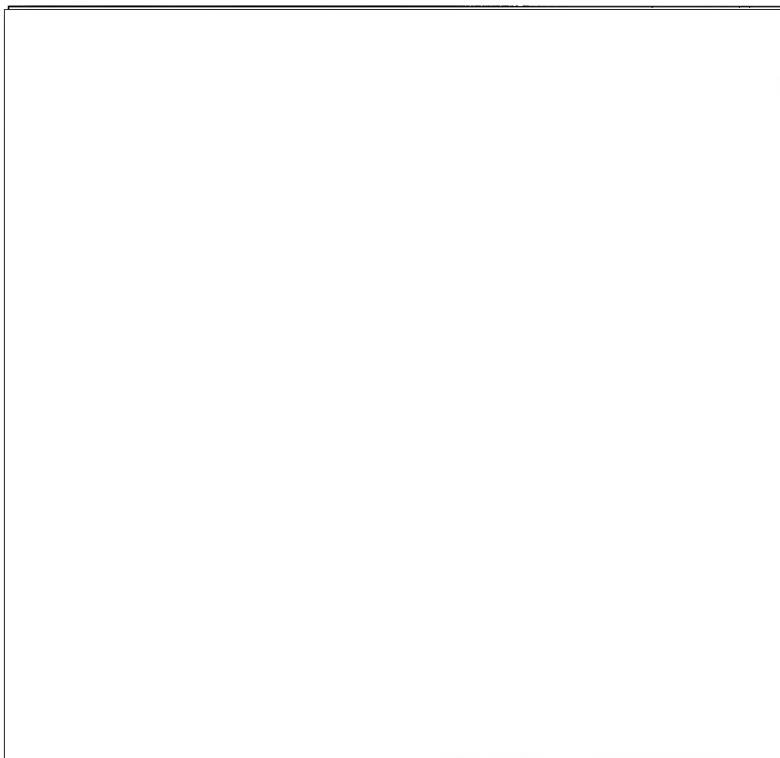


6. Under Type of Comparison, select the Textual Differences radio button (green arrow in above image)
7. Under Choose Comparison Report Type, select the Consolidated Report radio button (yellow arrow in the above image) (b)(3) CIAAct (b)(6)

Understanding the Results!

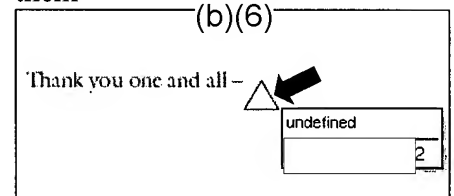
Adobe will merge to two files into the newer pdf document. (Save this document with the space dash space merged (ex. 19205-10 29 Apr 10 Time – merged).)

(b)(5)
(b)(6)



◆ New text appears with neon green underlining

◆ The deletions are marked with the yellow triangle – to see the previous text hover your mouse over them (b)(3) CIAAct (b)(6)



Quirks: Old page numbers will appear as deleted text in yellow triangles as will words that break across lines or words with commas or dashes.

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GUIDELINES FOR AUTHORS

CONTACT INFORMATION

OVERT EMPLOYEES

Submit manuscripts directly to the Publications Review Board as outlined in Agency regulations, using the address below:

(U.S. Postal Service Delivery)

CIA Publications Review Board

Washington DC 20505

(b)(3) CIAAct

(UPS, FEDEX, DHL Delivery)

We prefer that manuscripts be submitted as a single Word, PDF, or PPT attachment to e-mail address

Questions about the publication review process:

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(b)(3) NatSecAct

HANDOUT ON SUBMISSION INFORMATION

This links you to the file in our PPRD folder.

It can also be found on the IMS website under PRB

Through Access CIA:

(b)(3) NatSecAct

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(b)(3) NatSecAct

PUBLIC PRESENTATIONS AND CONFERENCE ATTENDANCE



1. **Do** submit all notes, outlines, or any tangible preparatory material to the Publications Review Board (PRB) for review. Where no written material has been prepared, you must contact the PRB to provide a summary of all topics that may reasonably be discussed, along with points that will or may be made.
2. **Do** consult with the PRB and, if the press will be present, with the Office of Public Affairs.
3. **Do** submit a Form 879 (Outside Activity Approval Request) to the Security Center if activity is “nonofficial” or personal. (Note: Submission of a Form 879 is not required if activity is “official” or work-related).
4. **Do** set the “ground rules” for your speaking engagement: Inquire about the setting and whether members of the media will be present. Indicate whether you want your presentation to be on-the-record, off-the-record, or on background:
 - i. On-the-record: statements are understood to be quotable with full attribution to speaker/organization/title.
 - ii. Off-the-record: none of what you say can be printed.
 - iii. On background: comments you make may not be attributable to you or the CIA.
5. **Do not** differ from official U.S. foreign policy or national security policy.
6. **Do not** confirm or deny allegations of intelligence activities.
7. **Do not** discuss cases involving the CIA that are currently in the courts or under investigation.
8. **Do not** reveal intelligence sources or methods.
9. **Do not** confirm or deny CIA employment figures or that a certain individual is employed by the CIA.
10. **Do not** discuss budget figures of the CIA, its components, or the Intelligence Community.
11. **Do not** divulge the location of CIA facilities other than Headquarters.
12. **Do not** discuss defector cases.

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13. **Do not** discuss CIA liaison activities or the existence of specific liaison relationships with other intelligence services.
14. **Do not** discuss controversial events in the CIA's history.
15. **Do not** hesitate to admit that you do not know the answer to a question.
16. **Do not** use acronyms if you can avoid them.
17. **Do not** discuss details of the CIA's organization beyond what is outlined in the *Factbook on Intelligence* (available online at www.cia.gov). You may, however, discuss the following:
 - i. What is intelligence and why it is important.
 - ii. How the intelligence cycle works.
 - iii. Why intelligence sources and methods are sensitive.
 - iv. Oversight, Executive Orders, the laws governing the CIA, and that the CIA operates legally and responds to elected officials.
 - v. What it is like to work at the CIA and why you personally enjoy it.
18. **Do not** discuss any CIA component below the equivalent of a National Clandestine Service (NCS) division. You may say that the NCS is organized along geographic and functional lines.

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PUBLIC PRESENTATIONS BY FORMER EMPLOYEES

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1. **Do** submit all notes, outlines, or any tangible preparatory material to the Publications Review Board (PRB) for review. Where no written material has been prepared, you must contact the PRB to provide a summary of all topics that may reasonably be discussed, along with points that will or may be made.
2. **Do** set the “ground rules” for your speaking engagement: Inquire about the setting and whether members of the media will be present. Indicate whether you want your presentation to be on-the-record, off-the-record, or on background:
3. On-the-record: statements are understood to be quotable with full attribution to speaker/organization/title.
4. Off-the-record: none of what you say can be printed.
5. On background: comments you make may not be attributable to you or the CIA.
6. **Do not** reveal intelligence sources or methods.
7. **Do not** confirm or deny CIA employment figures or that a certain individual is employed by the CIA.
8. **Do not** discuss budget figures of the CIA, its components, or the Intelligence Community.
9. **Do not** divulge the location of CIA facilities other than Headquarters.
10. **Do not** discuss defector cases.
11. **Do not** discuss CIA liaison activities or the existence of specific liaison relationships with other intelligence services.
12. **Do not** hesitate to admit that you do not know the answer to a question.
13. **Do not** use acronyms if you can avoid them.

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